

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Mary Scray, Chair

Guy Zima, Vice Chair

Tom Lund, Jesse Brunette, Bernie Erickson

Pat Evans, Tom De Wane

EXECUTIVE COMMITTEE

Wednesday, September 8, 2010

6:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**** Please Note Date ****

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify minutes of August 9, 2010.

Other Matters to be Discussed

1. Discussion and possible action re: Diversity Committee. *Held till September meeting.*
2. Presentation from the Human Services Department re: Current Fraud Efforts.

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Reports

4. County Executive Report.
 - a) Budget Status Financial Report for July, 2010.
5. Internal Auditor Report.
 - a) Presentation of 2010 Comprehensive Annual Financial Report (CAFR) by Schenck Business Solutions (*copies of financial reports to be handed out at meeting or available in County Board office prior to meeting*).
 - b) Budget Status Financial Report for July, 2010.
 - c) Update on Human Resources Benefits Audit.
 - d) Updated on Human Services Audit Committee work.
 - e) Other.
6. Labor Negotiator Report.
 - a) Contract Extension.
7. Board Attorney Report.
 - a) Review Vacation Policy.
8. Legislative Subcommittee Report.
 - a) 2010 Resolutions of the Wisconsin Counties Association.

Vacant Budgeted Positions (Request to Fill)

9. CTP Worker – Human Services.
10. Benefits & Compensation Manager – Human Resources.
11. Benefits Specialist – Human Resources.

Resolution, Ordinances

12. Resolution re: Reclassification of Secretary III Court Commissioner's Office. *Held for one month.*
13. Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed \$5,000,000 Public Safety General Obligation Bonds or Promissory Notes of Brown County, Wisconsin in one or more series at one or more times.
14. Resolution re: Brown County Wisconsin Initial Resolution regarding Industrial Development Revenue Bonds.
15. Resolution re: Adopting Brown County's 2011 Five-Year Capital Improvement Plan.
16. Resolution re: Change in Table of Organization Neville Public Museum Addition of Grant Funded Positions.
17. Resolution re: Creation of Northeast Wisconsin Long-Term Care District.
18. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with Correctional Officer Employees.

Closed Session:

19. Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) for the purpose of conducting other specified public business whenever competitive or bargaining reasons require a closed session. *(Safari Restaurant)*

Other

20. Such other matters as authorized by law.

Set date and time for September's Executive Committee meeting (first Monday falls on Labor Day).

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Wednesday, August 9, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, Wisconsin

Present: Mary Scray, Chair, Jesse Brunette, Tom DeWane, Bernie Erickson, Pat Evans, Tom Lund, Guy Zima
Also Present: Tom Hinz, Fred Mohr, Don VanderKelen, Sara Perrizo, Ellen Sorenson, Bob Heimann, Brian Shoup, Tim Schmitt, Margaret Hoff
Lynn Stainbrook, Don Kocken, Debbie Klarkowski, Carolyn Maricque
Bill Dowell, Susan Tilot, Shelly Nackers,
Supervisors Andrews, Buckley, Carpenter, Tumpach, VanderLeest
Judge Don Zuidmulder, Jean Eckers
Other Interested Parties, Media

I. Call Meeting to Order:

The meeting was called to order Chair Mary Scray at 6:35 p.m.

II. Approve/Modify Agenda:

Items were taken out of order, although shown in proper format here.

Motion made by Supervisor Zima, seconded by Supervisor Erickson to approve the agenda. MOTION APPROVED UNANIMOUSLY

III. Approve/Modify Minutes of June 7, 2010 and Special Executive Committee July 7, 2010:

Correction made to 8F – Other – relative to a request from HR for the Internal Auditor to help with the reconciliation of balance sheet for payroll. A request was made to change the 3rd sentence to read, “*Ms. Perrizo explained the issue is the result of a resignation and a new employee who needs additional training*”.

Motion made by Supervisor Brunette seconded by Supervisor Evans to approve the minutes. MOTION APPROVED UNANIMOUSLY

Communications:

- 1. Communication from Supervisor Andrews re: An Ordinance to Amend Sec. 2.13 of the Brown County Code entitled “Meetings, Agendas”. *Referred from July County Board:***

Supervisor Andrews addressed the committee relative to an ordinance, drafted by Corporation Counsel, which would amend Sec 2.13 of the Brown County Code entitled “Meetings, Agendas” (attached). The amendment would require that any changes to the proposed annual budget be submitted in writing to the County Board office four working days prior to the date of the annual meeting of the Board to enact the budget.

Motion made by Supervisor Erickson, seconded by Supervisor Brunette to hold until September meeting.

Supervisors Lund stated he is against the amendment, stating that comments should be allowed to be made at the time the budget is discussed. Zima added that it is a work in progress and a basic right of government.

MOTION WITHDRAWN

Further discussion resulted in a recommendation that the ordinance change be forwarded to Attorney Mohr for his opinion.

Motion made by Supervisor Zima, seconded by Supervisor Brunette to ask Attorney Mohr to review and bring back at September meeting.

Ayes: Brunette, DeWane, Erickson, Zima, Scray

Nays: Evans, Lund

MOTION APPROVED UNANIMOUSLY

Other Matters to be Discussed:

2. Discussion and Possible Action re: Diversity Committee:

Anyone who may be interested in serving on a Diversity Committee made up of City and County members was asked to contact Kristin Phillips at the Chamber of Commerce (593-3417).

Motion made by Supervisor Lund, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY

Legal Bills:

3. Review and Possible Action on Legal Bills to be paid:

Motion made by Supervisor DeWane, seconded by Supervisor Evans to receive and place on file. MOTION APPROVED UNANIMOUSLY

Reports:

4. Executive Committee Chair – LEAN Management Update:

Executive Hinz informed the committee of an article in the NaCo News relative to "Are We Still a Civil Nation".

a. Budget Status Financial Report for June 2010:

Motion made by Supervisor Lund, seconded by Supervisor Erickson to receive and place on file. MOTION APPROVED UNANIMOUSLY

5. Internal Auditor Report:

a. Budget Status Financial Report for June, 2010:

Ms. Perrizo reported that 63% of the Operations and Maintenance budget has been used due to full payment of WCA and NACO dues and charges for new VoIP phone equipment installed in the Board office in March.

Motion made by Supervisor Erickson, seconded by Supervisor DeWane to receive and place on file.

MOTION APPROVED UNANIMOUSLY

b. Update on Human Services Audit Committee:

No update at this time.

Motion made by Supervisor Zima, seconded by Supervisor DeWane to receive and place on file. MOTION APPROVED UNANIMOUSLY

c. Update on Human Resources Audit Committee:

A management letter has been issued in draft form and is being reviewed by the committee.

Motion made by Supervisor DeWane, seconded by Supervisor Zima to receive and place on file. MOTION APPROVED UNANIMOUSLY

d. **Other:**

Ms. Perrizo reported that she has meet with IS and Planning staff to discuss asset tagging and tracking and a process has been developed.

Motion made by Supervisor DeWane, seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

6. **Labor Negotiator Report:**

(Refer to #'s 18 & 19 relative to Labor Contracts)

Motion made by Supervisor Erickson, seconded by Supervisor Lund to receive and place on file. MOTION APPROVED UNANIMOUSLY

7. **Board Attorney Report:**

a. **Furlough Days:**

Fred Mohr reported that at the request of the Board Chair he has reviewed the possibility of allowing salaried employees to take furlough days. He referred to packet material which includes the federal regulation which allows furlough days, along with information from the Department of Labor. He referred to paragraph #6 of the information from the US Department of Labor which addresses a salaried employee who would volunteer to take time off. He asked that the committee direct him to discuss the matter with the County Executive and report back.

**Motion made by Supervisor Lund, seconded by Supervisor Zima to direct Attorney Mohr to discuss possible furlough days for salaried employees with the County Executive, Corporation Counsel, the Human Resources Department and report back.
MOTION APPROVED UNANIMOUSLY**

Request to Fill Positions:

8. **Judicial Assistant – Circuit Court:**

Judge Don Zuidmulder addressed the committee relative to this request for a Judicial Assistant. (Hand out attached relative to 2010/2011 Fiscal Impact).

**Motion made by Supervisor Zima, seconded by Supervisor Evans to approve.
MOTION APPROVED UNANIMOUSLY**

9. **Economic Support Specialist I (2 positions) – Human Services:**

Because of additional questions relative to fraud prevention responsibilities, this request was delayed for further information. (Attachment re: 2010/2011 Fiscal Impact).

Motion made by Supervisor DeWane, seconded by Supervisor Zima to hold for further information.

Aye: DeWane, Erickson, Evans, Lund, Scray, Zima

Nays: Brunette

MOTION APPROVED

10. **Receptionist/Bilingual – Human Services:**

Questions as to whether the County is required to have a bilingual speaking staff person were asked. Supervisor Lund pointed out that the County board did adopt English as the official language of County government. The motion was made to hold until this issue is clarified. (Fiscal Impact information is attached) Supervisor Zima suggested that the

applicant be required to bring in their own interpreter, however, Supervisor Lund questioned this, noting there may be an issue of trust as many times the interpreter would be a child or family member.

Director of Human Services, Brian Shoup, stated he planned to have a presentation on fraud investigation at a future meeting.

Motion made by Supervisor Zima, seconded by Supervisor Evans to hold for legal clarification on the requirement of the County to have a bilingual staff person.
MOTION APPROVED UNANIMOUSLY

11. **Library Operations Manager – Library:**
A request is being made to fill this position due to a retirement.

Motion made by Supervisor Brunette, seconded by Supervisor Zima to approve.
MOTION APPROVED UNANIMOUSLY

12. **Librarian I (IT) – Library:**
Confusion over the title of IT Librarian resulted in a request to change the title to Technology Librarian. The position is directly related to Library duties.

Motion made by Supervisor Zima, seconded by Supervisor Lund to approve with a title change from Librarian I (IT) to Technology Librarian.
MOTION APPROVED UNANIMOUSLY

13. **Library Associate (Copy Cataloguer) – Library:**
Library Director, Lynn Stainbrook, explained that the Library attempted to operate without filling this position, however, found they needed to add temporary hours to staff because of the backlog that occurred. An error was found on the 2010/2011 Fiscal Impact information which was distributed as the position is part-time (attached).

Motion made by Supervisor Zima, seconded by Supervisor DeWane to approve.
MOTION APPROVED UNANIMOUSLY

Resolutions/Ordinances:

14. **Resolution re: Reclassification of Secretary III Court Commissioner's Office:**

Supervisor DeWane explained that this position was denied by Public Safety as no one from HR was present to answer questions. At this time, Debbie Klarkowski, explained that the position is part of the Courthouse contract and has been requested by Judge McKay. Jean Ehlers who was present explained that the reclassification relates to changes in duties that require knowledge of legal terminology and legal experience to better serve the needs of the department.

Motion made by Supervisor Zima, seconded by Supervisor Lund to hold for further explanation. MOTION APPROVED UNANIMOUSLY

15. **Resolution re: Authorizing the Immediate Implementation of a Capital Improvement Program (CIP):**

Discussion by the committee resulted in a request to strike the word "immediate" from the title of the Resolution and also from the paragraph – NOW, THEREFORE, BE IT RESOLVED on the second page.

Motion made by Supervisor Evans, seconded by Supervisor Erickson to approve with the striking of "immediate" in the title and in the paragraph "Now, Therefore, Be It Resolved" on the second page.
MOTION APPROVED UNANIMOUSLY

16. **Resolution re: To approve First Amendment to the Intergovernmental Agreement between the Village of Ashwaubenon and the County of Brown for Consolidation of Public Safety Dispatch:**

Shelly Nackers pointed out language changes which were made to the Intergovernmental Agreement between the Village of Ashwaubenon and Brown County,

Motion made by Supervisor DeWane, seconded by Supervisor Erickson to approve with language changes. MOTION APPROVED UNANIMOUSLY

17. **Resolution re: 2009 Budget Overdraft and Shortfall Appropriations. (Referred from Admin Committee):**

This Resolution relates to shortfalls in the offices of the District Attorney, the Treasurer, the Register of Deeds, and at the Community Treatment Center. Ellen Sorenson explained shortfalls have occurred due to economic times and appropriations are necessary in order to balance the budget for the past year.

Motion made by Supervisor Evans, seconded by Supervisor Lund to approve.
MOTION APPROVED UNANIMOUSLY

18. **Resolution re: Authority to Execute a 2010-20-11 Labor Agreement with the Brown County Courthouse Employees:**

Motion made by Supervisor Zima, seconded by Supervisor Erickson to approve.
MOTION APPROVED UNANIMOUSLY

19. **Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Sheriff's Department Non-Supervisory Employees:**

Motion made by Supervisor DeWane, seconded by Supervisor Zima to approve.
MOTION APPROVED UNANIMOUSLY

#22 taken before #20 with 22a & 22b in Open Session

- 22a. **Sheriff's Department, Purchase of S&L Building:**

At the July meeting of the Executive Committee, a motion was made to approve the purchase of the former S&L Motors site in Bellevue to relocate the Sheriff's Department. At the County Board meeting, however, a motion was made to send back to committee for more debate.

Supervisor Zima explained the process that brought him to the conclusion that this is the best site for the relocation. County Executive Hinz added that alternatives were studied and this appears to be the best choice to alleviate overcrowding and other problems associated with the downtown location, i.e. renting of other facilities, etc. The S&L site can be purchased for \$2.95 million, or a total cost estimated at \$5 million with updates. Supervisor Zima explained that the price is very reasonable and will be offset by a federal rebate.

Supervisor Buckley suggested that the county investigate shared services with other law enforcement agencies before moving forward with this decision.

Supervisor VanderLeest opined that the Sheriff's Department should remain in the downtown Green Bay area and that there were several sites he thinks would be appropriate. When asked what they were, he declined to say in open session.

Additional discussion by the committee resulted in the consensus to approve the purchase and move forward with the relocation.

Attached is an "Analysis of Least Costs versus Finance Costs) dated July 20, 2010 prepared by the Internal Auditor.

Motion made by Supervisor Zima, seconded by Supervisor Lund to reaffirm the previous motion and approve the purchase of the S&L building with options.
MOTION APPROVED UNANIMOUSLY

- 22b. **Communication from Supervisor VanderLeest re: Request to review available properties downtown Green Bay for purchase to house the Drug Task Force.**

Supervisor VanderLeest suggested the Denil Building as one of the possible sites to renovate for the Sheriff's Department. Executive Hinz stated this was an old building and would not alleviate any of the existing problems such as rental of space for vehicles or parking issues.

Although Supervisor VanderLeest stated he also had suggestions for other possible locations, he would not name them in open session.

Motion made by Supervisor Zima, seconded by Supervisor Lund to receive and place on file.
Ayes: Brunette, Erickson, Evans, Lund, Scray, Zima
Nays: DeWane
MOTION APPROVED UNANIMOUSLY

- 22c. **Closed Session: Pursuant to Wis. Stats. 19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.**

Communication from Supervisor VanderLeest re: Request for a closed session to consider the purchase of other buildings in Brown County for Sheriff's Department operations.

Motion made by Supervisor Evans, seconded by Supervisor Zima to enter into Closed Session at 10:25 p.m. Roll Call: All Present.
MOTION APPROVED UNANIMOUSLY

Motion made by Supervisor Evans, seconded by Supervisor Zima to return to regular order of business at 10:45 p.m. Roll Call: All Present.
MOTION APPROVED UNANIMOUSLY

Supervisor Zima asked that it be noted for the record that Supervisor VanderLeest's suggestions for relocation of the Sheriff's Department again included the Denil building which is presently leased by the County to house vehicles. He reiterated that this is a very old building and would not alleviate problems related to parking, shortage of office

space for the Sheriff's Department and Drug Task Force and in his opinion not an appropriate site.

Zima stated that VanderLeest really did not bring any properties forward, except for a reference to a metal building on Adams Street across from the Water Department, and a building near a gas station on Walnut Street. Zima stated that he, the County Executive, and others viewed over 20 properties before selecting the S&L building.

20. **Closed Session: Pursuant to Wis. Stats. 19.85 (1)(e) for the purpose of conducting other specified public business whenever competitive or bargaining reasons require a closed session (SAFARI RESTAURANT):**

**Motion made by Supervisor Zima, seconded by Supervisor Evans to enter into Closed Session. Roll Call. All Present.
MOTION APPROVED UNANIMOUSLY**

(Recording Secretary excused 10:45 .m.)

Motion made by Supervisor Zima, seconded by Supervisor Lund to recommend the County Board re-negotiate the lease with the Safari Restaurant. MOTION APPROVED UNANIMOUSLY

21. **Closed Session: For the purpose of considering dismissal, demotion, licensing or discipline of any public employee or the investigation of charges against such person requiring a closed session pursuant to Wis. Stats. 19.85 (1)(b). (Director of Human Services; Highway Commissioner):**

**Motion made by Supervisor Lund, seconded by Supervisor DeWane to return to regular order of business. Roll Call. All Present.
MOTION APPROVED UNANIMOUSLY**

Other:

20. **Such Other Matters as Authorized by Law:
Set Date and Time for September's Committee Meeting (First Monday falls on Labor Day):**

Motion made by Supervisor Lund and seconded by Erickson to adjourn at 11:40 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel,
Recording Secretary

Economic Support Services

9-1-10

Brown County Human Services Economic Support unit assists families in meeting their basic needs for food, health insurance, and child care. Economic Support Services are governed by Ch 49 of the Wisconsin State Statutes. Policy regarding the provision of Economic Support Services (Medical Assistance/BadgerCare Plus, Foodshare, and Child Care) comes from the State Department of Health Services and the State Department of Children and Families through handbooks, administrative memos and operations memos series.

All programs below have nonfinancial and financial criteria that consumers must meet before they are determined eligible.

FoodShare

Individuals or families who use FoodShare Wisconsin include people of all ages who are unemployed, employed but have low incomes, are living on small or fixed incomes, have lost their jobs, or have disabilities and cannot work.

U.S. citizens and certain citizens of other countries who live in the United States legally and permanently may qualify for FoodShare benefits.

Examples of Foodshare consumers served:

- Family with Dad, Mom and 2 children. Dad was laid off and receives unemployment; mom has always worked part time. This family needs assistance to help with food costs.
- Elderly couple that has a fixed income of social security and are having a hard time making ends meet. They come to this agency to get help with food needs.

BadgerCare Plus

BadgerCare Plus (BC+) is a state/federal program that provides health coverage for Wisconsin families. Potential BC+ members include:

- Children under 19 years of age,
 - Pregnant women,
 - Parents and caretakers of children under 19,
 - Young adults leaving out of home care (such as foster care),
 - Parents and caretaker relatives whose children have been removed from the home and placed in out of home care.
-
- Example of Badgercare Plus consumer served: Family with Dad, Mom and 2 children. Mom stayed home with their children and Dad was just laid off from a large GB company. They've lived and worked in Brown County for many years and find themselves without insurance, struggling to pay their

mortgage and attempting to meet their needs from an unemployment check. These people now receive food share and health care coverage from this agency.

Medicaid, including Nursing Home and Community Waivers

Individuals may be able to enroll in Medicaid if s/he is a Wisconsin resident, and:

- Age 65 or older, blind or disabled,
 - Meets program income and asset limits and
 - Is a United States citizen or legal immigrant.
-
- We help approximately 650 elderly and/or disabled Brown County residents cover a portion of their nursing home bill they are unable to pay on their own. The current average monthly nursing home private pay rate is \$6,216. Many of these people lived in Brown County many years of their lives and no longer have the financial means to pay for their care.
 - Example of Community Waiver consumer served: Young father who is hurt on his job. Due to his injury he is no longer able to work and has great medical needs. Economic Support determines eligibility that enables him to stay in his home with his wife and family while having his extensive daily medical needs cared for.
 - Example of a Medicaid consumer served: Elderly woman who receives a small social security retirement check and has medical needs.

Child Care

Wisconsin's Child Care Subsidy program, Wisconsin Shares, helps families pay for child care. If the parent is eligible, child care can be subsidized for children under the age of 13 (up to 19 if special needs).

The parent's share of the cost is determined on a sliding scale depending on the family's income, family's size, number of children in subsidized care, and the type of child care service chosen.

Example of consumers served:

- Single mother who recently found stable employment in Brown County. She needs help to cover a portion of her daycare expense with a quick turn around time in order to start her job.
- Family of Dad, Mom and 3 children - Both parents are working in low income jobs and need help paying a portion of their daycare expense.

Verification requirements – see handout

Systems Used To Verify Economic Support Eligibility Requirements

Systems that interface with CARES computer system:

1. Social Security Administration
 - a. Verification of name, date of birth and social security number
 - b. Verification of social security income including SSI and SSDI
2. New Hire match through Department of Workforce Development (DWD)
3. State Wage Match through DWD
4. Unemployment Compensation, including out of state matches

Systems or queries readily available to Economic Support Worker and/or Fraud Aide

1. SAVE – Systematic Alien Verification for Entitlement system through the Department of Homeland Security. Verifies citizenship and/or immigration status.
2. Child Support Query
3. Birth Query (view birth records for individuals born in WI)
4. CCAP – WI Circuit Court Access
5. Postal Check through the US Postal Service
6. DMV check
7. Credit check
8. Probation/Parole check
9. Brown County Jail Check, including police records
10. County Land Record Search
11. Green Bay Press Gazette newspaper
12. Google
13. Facebook
14. Myspace
15. Better Business bureau
16. Foodshare EBT Usage Reports

WHAT TO BRING WITH YOU

Eligibility for Wisconsin Works (W-2); Child Care Assistance (CC); FoodShare Wisconsin (FS); Elderly, Blind or Disabled Medicaid (EBD), BadgerCare Plus (BC+) and Caretaker Supplement (CTS) cannot be determined until you give proof of certain required information. Suggestions for ways to show proof and which programs require that proof are listed below. Bring as many items on the list as you can to your interview. If you do not cooperate in providing the information or proof we need, your application may be denied. Tell us what items you are not able to get so we can help you get them. Depending on your situation, you may be asked to give proof of items not listed below. Your worker will give you a list of other proof that is needed.

DWD is an equal opportunity employer and service provider. If you have a disability and need to access this information in an alternate format, or need it translated to another language, please contact (608) 266-3400 or (866) 864-4585 TTY (Toll Free).

✓ = proof required * = proof required if self declared information deemed questionable

Required Information	Suggested Ways to Give Proof	Program(s) Proof Requirement				
		EBD	BC+	FS	CC	W-2
Social Security Number (SSN)	Social Security card, award letter from Social Security Administration, or receipt for SSN application				✓	✓
Citizenship, Alien Status	Passport, certificate of naturalization or citizenship, Birth certificate, adoption papers, alien registration card, US Immigration form I-94, military ID card, hospital or medical records, nursing home admission record	✓	✓	*	✓	✓
Identity	State or Territory Driver license, school records, certain U.S. American Indian or Alaska Native tribal documents, Written Affidavit (form HCF 10154), U.S. Military card or draft record, U.S. Coast Guard Merchant Mariner card, identification card issued by state, federal or local government agency	✓	✓	✓	✓	✓
Age and Relationship	Birth certificate, adoption papers, alien registration card, hospital or medical records, baptismal certificate, school records or ID, court records, marriage certificate, divorce or separation papers or death certificate	✓	✓	✓	✓	✓
School Enrollment or Other Status	Letter from school, report card, diploma, GED certificate or high school equivalency diploma			*		✓
Monthly Rent or House Payment	Current rent receipt with landlord's name and phone number on it, lease or mortgage papers, real estate property tax statement, homeowner's insurance statement	*		✓		

Proof Needed	Suggested ways to Give Proof	Program (s) Requiring Proof				
		EBD	BC+	FS	CC	W-2
Monthly Utility Expenses	Current utility and phone bills or statement from utility company	*		✓		
Savings Accounts	Current credit union or bank statements	✓				✓
Checking Accounts	Current credit union or bank statement	✓				✓
Insurance Policies	Life insurance policy and the insurance company's statement on the policy's current cash value	✓				✓
Burial Assets	Burial trust agreements, contract or deed for vault, casket or plot, and statement showing current value	✓				
Trust Funds	Trust agreement or court order	✓			✓	✓
Other Savings or Investments Certificates of Deposit, Retirement Accounts (including IRA and KEOGH accounts), Stocks or Bonds	Statement from stockbroker, copy of bonds, or current bank, credit union or savings and loan statement	✓				✓
Real Estate	Deeds or titles, real estate receipts or tax records and statement of current value from local business	✓				✓
Vehicles - cars, trucks, boats, campers, snowmobiles, and other motorized vehicles (For Medicaid, only if household owns more than one vehicle)	Car title or registration, written statement from car dealer, loan papers or sales receipt, or State Division of Motor Vehicle statement	✓				✓
Earned Income	All check stubs received in the last 30 days or signed statement from employer that includes gross earnings and pay dates expected in for the next 30 days, Employer Verification of Earnings form	✓	✓	✓	✓	✓
Earned income (self employment)	Most recent income tax returns (including Schedules SE, F, or C) or bookkeeping records	✓	✓	✓	✓	✓
Child Care Expenses	Signed statement from the child care provider or receipts and bills			✓		
Student Loans, Grants, Scholarships and Fellowships	Financial aid award letter or receipt from the financial aid office showing date aid received and amount	✓			✓	
Unearned Income: Unemployment Insurance Disability Insurance, Social Security, Retirement, Veteran's Benefits, Military Allotments	Award letter or copy of last check	✓	✓	✓	✓	✓
Child Support (Received or Paid in a state other than Wisconsin)	Court order or payment record from other state	✓	✓	✓	✓	✓

Proof Needed	Suggested ways to Give Proof	Program (s) Requiring Proof					
		EBD	BC+	FS	CC	CTS	W-2
Pregnancy	Statement from doctor with estimated due date		√				
Incapacitation	A doctor's statement			√			
Property: Land, Stocks, Bonds, Cash, Vehicles, etc. sold, traded, transferred or given away in the last 36 months	Deeds, sales agreement, contract or title, or dated and signed sales slip	√				√	
Guardianship/Power of Attorney	Court orders, POA Agreement	√	√				

**Brown County Human Services
Anti-Fraud Efforts and Outcomes**

Year	FEV investigations	Total Fraud Investigations	Fraud Investigations resulting in overpayment <i>Fraud Inv II</i>	Fraud Investigations resulting in overpayment <i>Fraud Inv I</i>	Total Citations Issued on cases with overpayments	Total Referrals to DA's office on cases with overpayments	Overpayments discovered by Economic Support Workers
2009	83	115	6	12	3	6	129
Thru 7/15/10	20	56	0	3	2	1	81

2009

	Overpayment Total	DA Referrals	Citations Issued
<i>Economic Support Workers/ Fraud Aide</i> overpayments	\$167,319.74	4	0
<i>Fraud Investigator I</i> – investigations resulting in overpayments	\$43,723.00	2	2
<i>Fraud Investigator II</i> – investigations resulting in overpayments	\$5,705.00	0	1

Thru 7/15/10

	Overpayment Total	DA Referrals	Citations Issued
<i>Economic Support Workers/ Fraud Aide</i> overpayments	\$73,038.81	0	0
<i>Fraud Investigator I</i> – investigations resulting in overpayments	\$13,029.00	1	2
<i>Fraud Investigator II</i> – investigations resulting in overpayments	0.00	0	0

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR SEPTEMBER 8, 2010 MEETING FOR APPROVAL AND PAYMENT									
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR					
Atty. Frederick Mohr	2647M 4768	7/31/2010	\$ 6,298.50	Correction Officers, Bilgo, Sheriff's Dept. (Van Lanen), Electricians, Telecommunicators, AFSCME					
Michael, Best & Friedrich	1116423	8/11/2010	\$ 863.40	Fox River Cleanup Insurance					
	1116424	8/11/2010	\$ 4,717.38	API & NCR v. George A. Whiting, et al					

In Account With

FREDERICK J. MOHR LLC
ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

RECEIVED

Tel: (920) 437-5441 Fax: (920) 437-5443

AUG 03 2010

Human Resources

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
July 31, 2010
Account No: 2647M

Correction Officers	\$1,540.50
Bilgo	\$6,093.50
Sheriff's Dept. (Van Lanen)	\$4,836.00
Electricians	\$117.00
Telecommunicators	\$117.00
AFSCME	\$1,072.50
	<u>\$13,776.50</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

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Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES
C/O KAY LENZEN
305 EAST WALNUT STREET
GREEN BAY WI 54301

Page: 1
July 31, 2010

Account No: 2647-0M
Statement No: 4768

Correction Officers

Previous Balance		\$1,423.50
	Hours	
Telephone Conference with Arbitrator	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Letter to Arbitrator	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Attention to Letter from Arbitrator	0.20	39.00
Telephone Conference with Kirchman	0.20	39.00
Attention to Letter from Kirchman	0.20	39.00
		<hr/>
For Current Services Rendered	1.40	273.00
Total Current Work		273.00
07/16/10 Less Payment Received		-156.00
Balance Due		<u><u>\$1,540.50</u></u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Bilgo

Page: 2

July 31, 2010

Account No: 2647-3M

Statement No: 4768

Previous Balance		\$3,168.50
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	Hours	
Drafting of Brief	2.80	546.00

Drafting of Brief	2.40	468.00
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Attention to Letter from Arbitrator	0.20	39.00
-------------------------------------	------	-------

Drafting of Brief	1.00	195.00
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Drafting of Brief	2.30	448.50
-------------------	------	--------

Drafting of Brief	0.50	97.50
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Letter to Arbitrator	0.20	39.00
----------------------	------	-------

Attention to Letter from Arbitrator	0.20	39.00
-------------------------------------	------	-------

Attention to Letter from Attorney Cermele	0.20	39.00
---	------	-------

Review of Union Brief	0.40	78.00
-----------------------	------	-------

Drafting of Brief	4.00	780.00
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Letter to Arbitrator	0.20	39.00
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Review of Reply Brief	0.40	78.00
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Attention to Letter from Arbitrator	0.20	39.00
-------------------------------------	------	-------

For Current Services Rendered	15.00	2,925.00
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Total Current Work		2,925.00
--------------------	--	----------

Balance Due		<u><u>\$6,093.50</u></u>
-------------	--	--------------------------

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

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Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Page: 3

July 31, 2010

Account No: 2647-4M

Statement No: 4768

Sheriff's Dept. (Van Lanen)

Previous Balance \$3,822.00

	Hours	
Telephone Conference with Gossage	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Telephone Conference with Gossage	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Attention to Letter from Gossage	0.20	39.00
Attendance at Meeting with Sheriff/Cermele	0.90	175.50
Telephone Conference with Sanborn	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Letter to Gossage	0.20	39.00
Telephone Conference with Gossage	0.20	39.00
Drafting of Settlement Proposal	0.30	58.50
Telephone Conference with Sheriff	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Telephone Conference with Attorney Ewald	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Review of Settlement Agreement	0.20	39.00
Letter to Sheriff	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Attention to Letter from Sheriff	0.20	39.00
Telephone Conference with Sheriff	0.20	39.00

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

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BROWN COUNTY HUMAN RESOURCES

Sheriff's Dept. (Van Lanen)

Page: 4

July 31, 2010

Account No: 2647-4M

Statement No: 4768

	Hours	
Attention to Letter from Gossage	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Drafting of Settlement Agreement	0.80	156.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Letter to White	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
Drafting of Revision	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Letter to Sheriff	0.20	39.00
Telephone Conference with Gossage	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Telephone Conference with Attorney Cermele	0.20	39.00
Telephone Conference with Sheriff	0.20	39.00
Letter to Attorney Cermele	0.20	39.00
Attention to Letter from Attorney Cermele	0.20	39.00
For Current Services Rendered	9.80	1,911.00
Total Current Work		1,911.00
07/16/10 Less Payment Received		-897.00
Balance Due		<u>\$4,836.00</u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

Electricians

Page: 5

July 31, 2010

Account No: 2647-6M

Statement No: 4768

Previous Balance

\$273.00

07/16/10 Less Payment Received

-156.00

Balance Due

\$117.00

Account No: 2647-8M
Statement No: 4768

Telecommunicators

	Hours	
Attention to Letter from ERD	0.20	39.00
Letter to Debbie	0.20	39.00
Attention to Letter from Attorney Schimmel	0.20	39.00
For Current Services Rendered	0.60	117.00
Total Current Work		117.00
Balance Due		<u>\$117.00</u>

In Account With

FREDERICK J. MOHR LLC

ATTORNEY AT LAW

414 East Walnut Street, Suite 101, P.O. Box 1015, Green Bay, WI 54305-1015

Tel: (920) 437-5441 Fax: (920) 437-5443

BROWN COUNTY HUMAN RESOURCES

AFSCME

Page: 6

July 31, 2010

Account No: 2647-9M

Statement No: 4768

	Hours	
Review of Preliminary Final Offer	0.40	78.00
Study and Analysis of Mandatory vs. Permissive	2.50	487.50
Drafting of Preliminary Final Offers	2.00	390.00
Drafting of Revisions	0.40	78.00
Letter to Debbie	0.20	39.00
For Current Services Rendered	5.50	1,072.50
Total Current Work		1,072.50
Balance Due		<u>\$1,072.50</u>
Total Balance Due		<u>\$13,776.50</u>

Interest accrues at the rate of 1% per month on all balances over 30 days.

IN ACCOUNT WITH

MICHAEL BEST

& FRIEDRICH LLP

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P.O. Box 1806
Madison, Wisconsin 53701-1806
FAX 608.283.2275
Telephone 608.257.3501

Michaelbest.com

CONFIDENTIAL

John F. Luetscher
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

August 11, 2010
Invoice No. 1116423

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1116423

For Professional services rendered through July 31, 2010, as follows:

Matter: 018236-0042 Fox River Cleanup - Insurance

7/3/10	C Smith	Review revised settlement proposal to Government and emails regarding same; email draft of proposal to CNA and Wausau requesting comment/approval/authorization.	0.80	\$256.00
7/8/10	C Smith	Email to/from insurers regarding conference call and communication to DOJ.	0.20	\$64.00
7/14/10	C Smith	Prepare for and participate in conference call with insurers regarding settlement counter proposal.	0.70	\$224.00
7/19/10	C Smith	Email to Attorneys May, Ryskoski and Skardon and Mr. Beacham regarding final settlement letter to Government.	0.10	\$32.00
7/29/10	A Wildeman	Prepare cover letter to Mr. Luetscher with enclosed check from CNA Insurance; conference with DACrass; prepare correspondence to insurers regarding settlement counter-offer from U.S. Government.	1.50	\$285.00

Total Hours 3.30

Total Services \$861.00

Disbursements:

Photocopying	2.40
Disbursements Total	\$2.40

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& FRIEDRICH LLP

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Page 2

August 11, 2010
Invoice No. 1116423

Matter: 018236-0042 Fox River Cleanup - Insurance

Total This Matter \$863.40

Balance from previous statement \$1,089.55

Payments received (727.65)

Current Balance \$1,225.30

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Page 3

August 11, 2010
Invoice No. 1116423

Matter: 018236-0042 Fox River Cleanup - Insurance

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	1.5	\$190.00	\$285.00
C Smith	Partner	1.8	\$320.00	\$576.00
Totals		3.30		\$861.00

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Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Client: 018236

August 11, 2010
Invoice No. 1116424

EIN 39-0934985

Due Upon Presentation
Return Upper Portion with Payment

Invoice No. 1116424

For Professional services rendered through July 31, 2010, as follows:

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

7/1/10	A Wildeman	Review revisions to draft response to WDOJ for settlement purposes; incorporate revisions from City of Green Bay's counsel and provide final clean version to DACrass for his use.	0.90	\$171.00
7/1/10	I Pitz	Review and comment on Brown County's response to Government's settlement demand; telephone conference with Attorney Warpinski regarding same; review Green Bay's changes to letter.	0.80	\$300.00
7/2/10	D Crass	Provide instructions to AJWildeman regarding incorporation of comments received from counsel for City of Green Bay into joint response letter to governments.	0.50	\$212.50
7/9/10	D Crass	Receive and process email communication regarding upcoming conference call on settlement authority.	0.20	\$85.00
7/13/10	D Crass	Prepare for conference call by review of prior settlement correspondence with governments; outline same.	2.50	\$1,062.50
7/14/10	A Wildeman	Review revisions to settlement letter to USDOJ; review prior orders from court and prior documentation and communications from USDOJ; revise settlement letter and calculations regarding settlement offer; submit to DACrass for review	2.50	\$475.00
7/14/10	D Crass	Prepare for and participate in conference call to obtain authorization for settlement based on counter-offer; office conference with AJWildeman regarding footnote 1; telephone conference with counsel for City of Green Bay; review revised correspondence regarding footnote 1.	1.70	\$722.50
7/15/10	D Crass	Review revised and finalized settlement response following revisions to footnotes 1 and 2; communicate with Attorney Warpinski, counsel for City of Green Bay, regarding same for finalizing.	0.50	\$212.50
7/21/10	D Crass	Review notices of hearing on summary judgment motion; conference with IAPitz regarding same.	0.20	\$85.00

MICHAEL BEST

& FRIEDRICH LLP

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MICHAEL BEST

& FRIEDRICH LLP

Client: 018236

Page 2

August 11, 2010
Invoice No: 1116424

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

7/27/10	I Pitz	Telephone conference with Ted Warpinski regarding Government's settlement offer; reread Government's settlement letter.	1.70	\$637.50
7/28/10	D Crass	Office conference with IAPitz regarding results of his discussion with Attorney Warpinski representing the City of Green Bay regarding response to government's counteroffer.	0.20	\$85.00
7/28/10	I Pitz	Telephone conference with DACrass regarding Government's response to settlement offer.	0.40	\$150.00
7/29/10	D Crass	Telephone conference with Attorney Luetscher regarding response to governments; revise and finalize correspondence to carriers regarding intended response to governments.	1.20	\$510.00

Total Hours 13.30

Total Services \$4,708.50

Disbursements:

05/12/2010	Outside Copies - Pacer Service Center	2.64
05/21/2010	Outside Copies - Pacer Service Center	.88
06/28/2010	Outside Copies - Pacer Service Center	5.36

Disbursements Total \$8.88

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Client: 018236

Page 3

August 11, 2010
Invoice No. 1116424

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

Total This Matter	\$4,717.38
Balance from previous statement	\$36,982.59
Payments received	(36,047.70)
Current Balance	<u>\$5,652.27</u>

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Client: 018236

Page 4

August 11, 2010
Invoice No. 1116424

Matter: 018236-0044 API and NCR v. George A. Whiting, et al.

ATTORNEY BREAKDOWN

Attorney	Title	Hours Worked	Billed Per Hour	Bill Amount
A Wildeman	Associate	3.4	\$190.00	\$646.00
D Crass	Partner	7	\$425.00	\$2,975.00
I Pitz	Partner	2.9	\$375.00	\$1,087.50
Totals		13.30		\$4,708.50

MICHAEL BEST

& FRIEDRICH LLP

Brown County
Executive

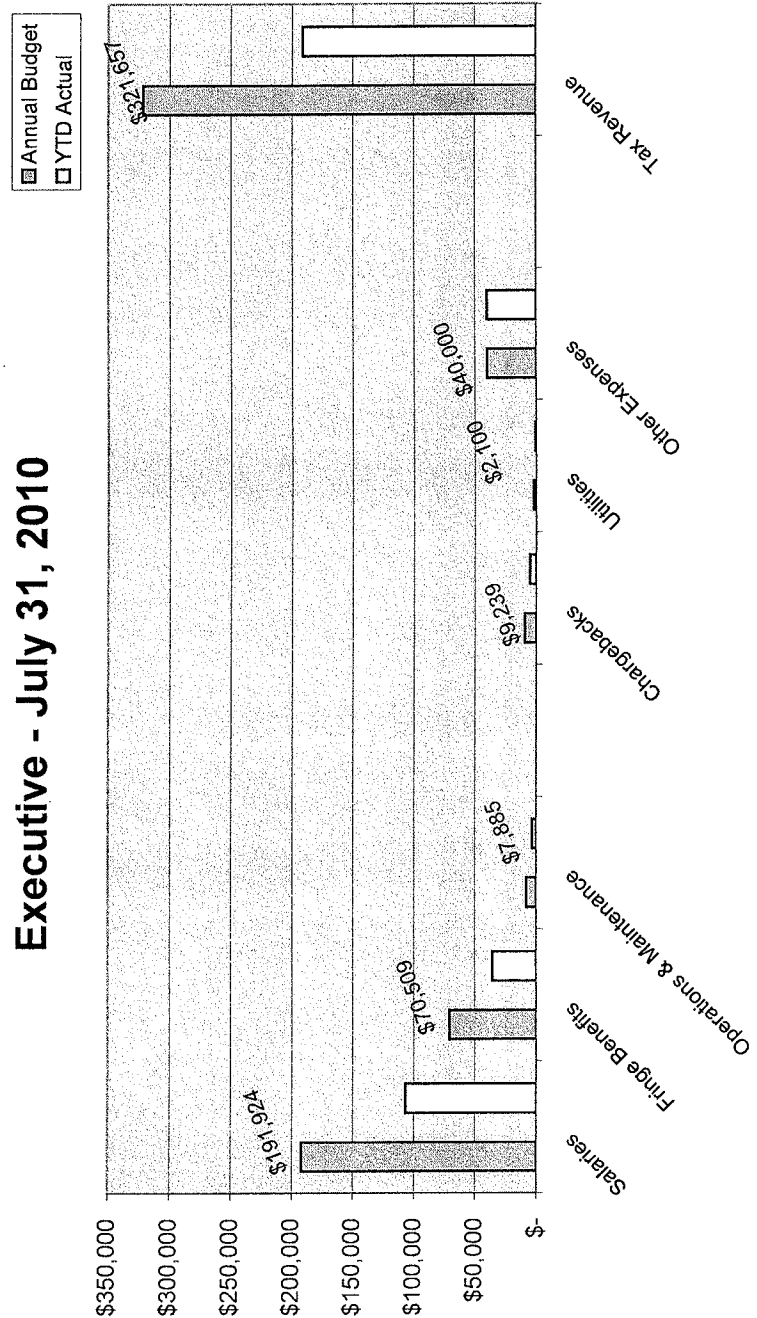
Budget Status Report

7/31/2010

HIGHLIGHTS:

	Annual Budget	YTD Actual
Salaries	\$ 191,924	\$ 106,688
Fringe Benefits	\$ 70,509	\$ 35,508
Operations & Maintenance	\$ 7,885	\$ 3,249
Chargebacks	\$ 9,239	\$ 4,905
Utilities	\$ 2,100	\$ 876
Other Expenses	\$ 40,000	\$ 40,000
Tax Revenue	\$ 321,657	\$ 191,227

Executive - July 31, 2010



PRODUCTION *Brown Co* PRODUCTION
Executive Budget Report July 2010
 Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget Less YTD Transactions	% Used / Rec'd	Prior Year Total
Fund: 100 - GE									
Revenues									
PTX - Property taxes	321,657.00	0.00	321,657.00	26,804.75	0.00	187,633.25	134,023.75	58%	346,714.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	1,841.00
Revenue Totals:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$187,633.25	\$134,023.75	58%	\$348,555.00
Expenditures									
PER - Personnel services	191,924.00	0.00	191,924.00	10,013.98	0.00	106,688.36	85,235.64	56%	202,735.34
FBI - Fringe benefits and taxes	70,509.00	0.00	70,509.00	3,803.13	0.00	35,508.11	35,000.89	50%	67,767.59
OPM - Operations and maintenance	7,885.00	0.00	7,885.00	338.20	0.00	3,249.18	4,635.82	41%	4,419.29
UTL - Utilities	2,100.00	0.00	2,100.00	0.00	0.00	876.05	1,223.95	42%	2,007.29
CHG - Chargebacks	9,239.00	0.00	9,239.00	702.46	0.00	4,905.31	4,333.69	53%	9,030.52
CON - Contracted services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
OTH - Other	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00	100%	50,000.00
Expenditure Totals:	\$321,657.00	\$0.00	\$321,657.00	\$14,857.77	\$0.00	\$191,227.01	\$130,429.99	59%	\$335,960.03
Revenue Total:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$187,633.25	\$134,023.75	58%	\$348,555.00
Expenditure Total:	\$321,657.00	\$0.00	\$321,657.00	\$14,857.77	\$0.00	\$191,227.01	\$130,429.99	59%	\$335,960.03
Fund: 100 Net Total	\$0.00	\$0.00	\$0.00	\$11,946.98	\$0.00	(\$3,593.76)	\$3,593.76		\$12,594.97
Revenue Grand Total:	\$321,657.00	\$0.00	\$321,657.00	\$26,804.75	\$0.00	\$187,633.25	\$134,023.75	58%	\$348,555.00
Expenditure Grand Total:	\$321,657.00	\$0.00	\$321,657.00	\$14,857.77	\$0.00	\$191,227.01	\$130,429.99	59%	\$335,960.03
Grand Total:	\$0.00	\$0.00	\$0.00	\$11,946.98	\$0.00	(\$3,593.76)	\$3,593.76		\$12,594.97

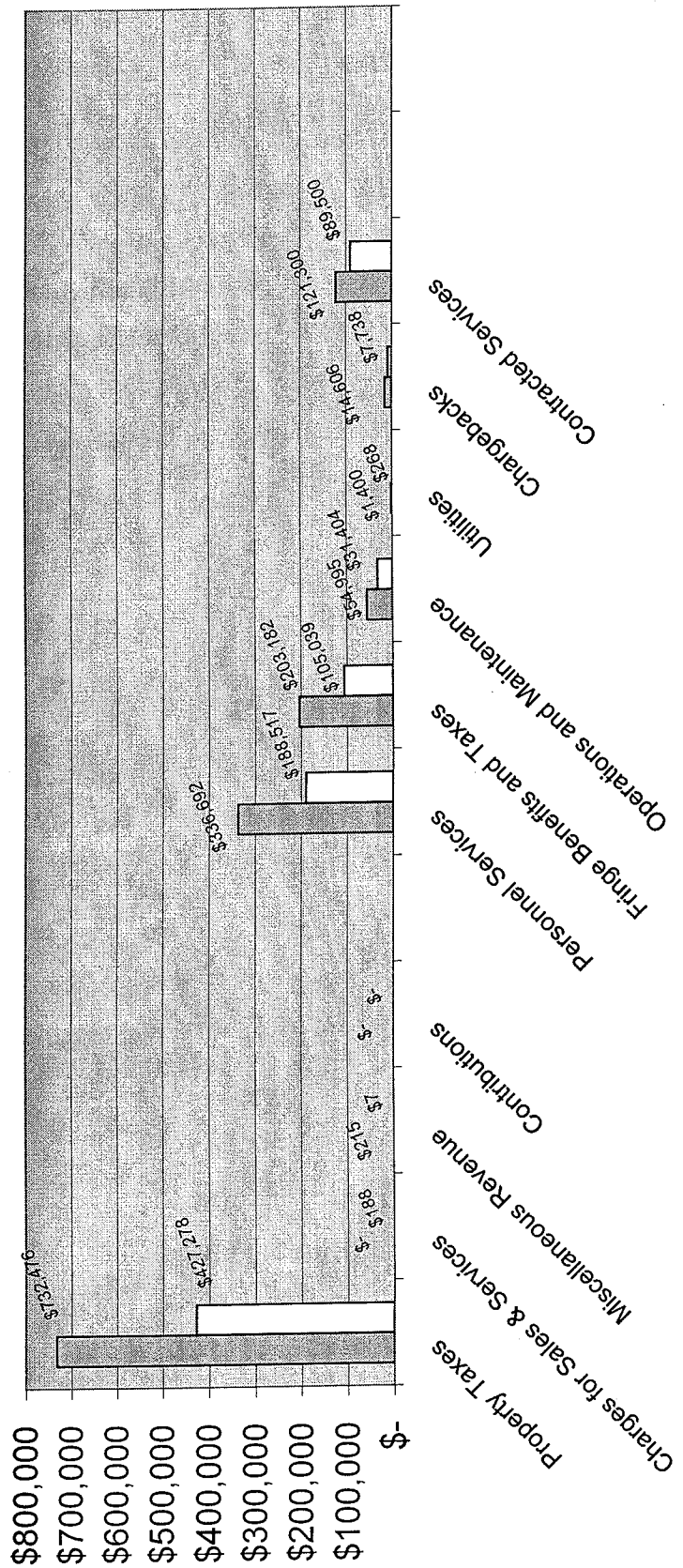
	Annual Budget	YTD Actual
Property Taxes	\$ 732,476	\$ 427,278
Charges for Sales & Services	\$ -	\$ 188
Miscellaneous Revenue	\$ 215	\$ 7
Contributions	\$ -	\$ -
Personnel Services	\$ 336,692	\$ 188,517
Fringe Benefits and Taxes	\$ 203,182	\$ 105,039
Operations and Maintenance	\$ 54,995	\$ 31,404
Utilities	\$ 1,400	\$ 268
Chargebacks	\$ 14,606	\$ 7,738
Contracted Services	\$ 121,300	\$ 89,500

Highlights:

79% of the Contracted Services budget has been used due to payment for the 2009 External Audit which was completed in June.

Board of Supervisors - July 31, 2010

■ Annual Budget
□ YTD Actual



July 2010 Budget Report - County Board

Summary

Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget Less Transactions	% Used / Rec'd	Prior YTD Total
Revenues									
PTX - Property taxes	732,476.00	0.00	732,476.00	61,039.67	0.00	427,277.69	305,198.31	58%	442,393.00
CSS - Charges for sales and services	0.00	0.00	0.00	24.57	0.00	188.07	(188.07)	+++	87.88
MRV - Miscellaneous revenue	215.00	0.00	215.00	0.00	0.00	7.11	207.89	3%	204.00
CTB - Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	4.00
TRI - Transfer in	0.00	0.00	0.00	0.00	0.00	0.00	0.00	+++	0.00
Revenue Totals:	\$732,691.00	\$0.00	\$732,691.00	\$61,064.24	\$0.00	\$427,472.87	\$305,218.13	58%	\$442,688.88
Expenditures									
PER - Personnel services	336,692.00	0.00	336,692.00	33,515.10	0.00	188,517.39	148,174.61	56%	182,991.12
FBT - Fringe benefits and taxes	203,182.00	0.00	203,182.00	18,140.44	0.00	105,038.84	98,143.16	52%	89,818.81
OPM - Operations and maintenance	54,995.00	0.00	54,995.00	2,077.11	0.00	31,403.98	23,591.02	57%	33,795.22
UTL - Utilities	1,400.00	0.00	1,400.00	0.00	0.00	268.30	1,131.70	19%	629.95
CHG - Chargebacks	14,606.00	0.00	14,606.00	1,177.90	0.00	7,738.00	6,868.00	53%	7,823.32
CON - Contracted services	121,300.00	0.00	121,300.00	7,500.00	6,300.00	89,500.00	25,500.00	79%	82,400.00
Expenditure Totals:	\$732,175.00	\$0.00	\$732,175.00	\$62,410.55	\$6,300.00	\$422,466.51	\$303,408.49	59%	\$397,458.42
Revenue Total:	\$732,691.00	\$0.00	\$732,691.00	\$61,064.24	\$0.00	\$427,472.87	\$305,218.13	58%	\$442,688.88
Expenditure Total:	\$732,175.00	\$0.00	\$732,175.00	\$62,410.55	\$6,300.00	\$422,466.51	\$303,408.49	59%	\$397,458.42
Fund: 100 Net Total	\$516.00	\$0.00	\$516.00	(\$1,346.31)	(\$6,300.00)	\$5,006.36	\$1,809.64		\$45,230.46
Revenue Grand Total:	\$732,691.00	\$0.00	\$732,691.00	\$61,064.24	\$0.00	\$427,472.87	\$305,218.13	58%	\$442,688.88
Expenditure Grand Total:	\$732,175.00	\$0.00	\$732,175.00	\$62,410.55	\$6,300.00	\$422,466.51	\$303,408.49	59%	\$397,458.42
Grand Total:	\$516.00	\$0.00	\$516.00	(\$1,346.31)	(\$6,300.00)	\$5,006.36	\$1,809.64		\$45,230.46

PROCEEDINGS OF THE BROWN COUNTY
LEGISLATIVE SUB-COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Legislative Sub-Committee** was held on Wednesday, September 1, 2010 in Room 200 of the Northern Building – 305 East Walnut Street, Green Bay, WI

Present: Bernie Erickson, Mike Fleck, Dave Kaster, Mary Scray
Excused: Jack Krueger, Pat Wetzel
Also Present: Ellen Sorenson

1. **Call Meeting to Order:**
The meeting was called to order by Mary Scray at 5:15 p.m.
2. **Approve/Modify Agenda:**

Motion made by Supervisor Fleck and seconded by Supervisor Erickson to approve the agenda. MOTION APPROVED UNANIMOUSLY
3. **Election of Chair:**

Nomination by Supervisor Scray, seconded by Supervisor Erickson for Mike Fleck as Chairman of the Legislative Sub-Committee.
Nominations Closed.
MIKE FLECK elected as CHAIRMAN by unanimous ballot.
4. **Election of Vice Chair:**

Nomination by Supervisor Fleck, seconded by Supervisor Scray for BERNIE ERICKSON as Vice-Chairman of the Legislative Sub-Committee.
Nominations Closed.
BERNIE ERICKSON elected as VICE-CHAIRMAN by unanimous ballot.
5. **Mission Statement:**
Not Addressed
6. **2010 Resolution of the Wisconsin Counties Association for Review:**
The following resolutions were explained by Ellen Sorenson and addressed by committee members. Ms. Sorenson informed the committee that their charge is to either agree or disagree with the WCA decision on each of the resolutions. She also informed them that because the legislative session has adjourned, and because of an upcoming gubernatorial election, the Senate or Assembly will most likely change in leadership.

1-2-3-4 – Resolutions from Columbia, Eau Claire, St. Croix, and Outagamie Counties are related and were taken together:

Motion made by Supervisor Scray, seconded by Supervisor Fleck to agree with WCA's decision to indefinitely postpone, and to approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#5 – Resolution – Opposing Changes that were made to the Prevailing Wage Laws - Dodge County

Motion made by Supervisor Scray, seconded by Supervisor Fleck to disagree with WCA's decision to adopt as amended, modifying changes to prevailing wage laws. **MOTION UNANIMOUSLY APPROVED**

#6 - Resolution Supporting Wisconsin Legislation changing the process for setting elected County Officials' Compensation – Washington County

Motion made by Supervisor Erickson, seconded by Supervisor Scray to agree with WCA's decision to adopt as amended, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#7 & 8 – Resolution Supporting Senate Bill 430 Allowing Municipal Employers to Change Health Care Coverage Plan Providers – Eau Claire & Columbia Counties

Motion made by Supervisor Scray, seconded by Supervisor Erickson to agree with WCA's decision to adopt , and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#9 – Resolution Opposing Senate Bill 442 and Assembly Bill 654 Relating to the Procurement of Consultant Services Without Cost as a Consideration – Eau Claire County

Motion made by Supervisor Scray, seconded by Supervisor Erickson to agree with WCA's decision to adopt, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#10 - Resolution Supporting the Cable Consumer Reform Bill – Assembly Bill 606 (AB 606) – Eau Claire County

Motion made by Supervisor Erickson, seconded by Supervisor Scray to agree with WCA's decision to adopt, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#11 - Resolution Requesting State Law Change Allowing Counties the Use of the Design-Build Construction Method – Rock County

Motion made by Supervisor Scray, seconded by Supervisor Fleck to agree with WCA's decision to adopt, and approve the resolution.

MOTION UNANIMOUSLY APPROVED

#12 - Resolution Opposing Assembly Joint Resolution 63, which seeks to Amend the Wisconsin State Constitution to exclude Incarcerated Felons from the Census Count, which is used for Redistricting and Selecting Statutory Elected Officers – Fond du Lac County

Motion made by Supervisor Erickson, seconded by Supervisor Scray to disagree with WCA's decision to indefinitely postpone, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#13 - Resolution to Support Language Allowing Governmental Units to Release Audio Public Records of 911 Calls as Transcripts – Outagamie County

Motion made by Supervisor Erickson, seconded by Supervisor Scray to disagree with WCA's decision to indefinitely postpone, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#'s 14 & 15 taken together:

Resolution #14 – Opposing Protective Status as a Mandatory Subject of Collective Bargaining – Outagamie County

Resolution #15 – Opposing Assembly Bill 634 making Protective Occupation Participant Status under the Wisconsin Retirement System a Mandatory Subject of Collective Bargaining under the Municipal Employment Relations Act and the State Employees Labor Relations Act – Rock County

Motion made by Supervisor Erickson, seconded by Supervisor Fleck to agree with WCA's decision to adopt #'s 14 & 15, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#16 - Resolution – Opposing Legislative Initiative to Establish State Oversight of Public Self-Insured Health Plans – Rock County

Motion made by Supervisor Scray, seconded by Supervisor Kaster to agree with WCA's decision to adopt, and approve the resolution.

MOTION UNANIMOUSLY APPROVED

#17 - Resolution – Requesting Suspension of Implementation of Digital Flood Insurance Rate Maps Created by FEMA – Rusk County

Motion made by Supervisor Erickson, seconded by Supervisor Fleck to agree with WCA's decision to adopt as amended, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#18 – Resolution Encouraging Governor Doyle and the State Legislature to Acknowledge and Act Upon the Final Report of the Northeast Wisconsin Karst Task Force – Fond du Lac County

Motion made by Supervisor Erickson, seconded by Supervisor Fleck to agree with WCA's decision to adopt as amended, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#19 - Resolution – Supporting Changes in the Operations of Juvenile Corrections in the State of Wisconsin that will Reduce the Rates Counties Pay for Youth Sentenced to State Corrections and Direct Additional Resources to Cost Effective and Outcome Driven Community-Based Programming – Milwaukee County

Motion made by Supervisor Scray, seconded by Supervisor Erickson to agree with WCA's decision to adopt as amended, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#20 - Resolution re: Age of Juvenile Court Jurisdiction – LaCrosse County

Motion made by Supervisor Erickson, seconded by Supervisor Fleck to disagree with WCA's decision to adopt, and disagree with the resolution. **MOTION UNANIMOUSLY APPROVED**

#21 – Resolution re: Financial Support of Local Public Health Departments by the State of Wisconsin – LaCrosse County

Motion made by Supervisor Kaster, seconded by Supervisor Erickson to agree with WCA's decision to adopt, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#22 – Resolution re: Child & Family Services Review Planning and Follow-Up – LaCrosse County

Motion made by Supervisor Scray, seconded by Supervisor Erickson to disagree with WCA's decision to adopt, and disagree with resolution. **MOTION UNANIMOUSLY APPROVED**

#23 - Resolution re: Current Statute on Nurse Practitioner Dispensing Medications

Motion made by Supervisor Fleck, seconded by Supervisor Scray to disagree with WCA's decision to indefinitely postpone, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#24 - Resolution Opposing Legislation Creating a Countywide Assessment System – Outagamie County

Motion made by Supervisor Scray, seconded by Supervisor Erickson to agree with WCA's decision to adopt, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#25 – Resolution re: Support for Proposed Language Repealing s. 79.07 Wis. Stats – Outagamie County

Motion made by Supervisor Fleck, seconded by Supervisor Erickson to agree with WCA's decision to adopt, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#26 - Resolution Allowing the Treasurer to Post Names of Owners of Unclaimed Funds on the County's Website – Outagamie County

Motion made by Supervisor Scray, seconded by Supervisor Kaster to agree with WCA's decision to adopt, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#'s 27, 28 & 29 taken together

#27 - Resolution Supporting Legislation Repealing the 1992 County Property Tax Levy Rate Limit – Outagamie County

#28 - Resolution Repealing County Tax Rate Limit – Columbia County

#29 - Resolution Supporting Restoring Fairness by Correcting the Disparate Impact of the Ta Rate Limit at a Time of Declining Property Values – LaCrosse County

Motion made by Supervisor Erickson, seconded by Supervisor Scray to agree with WCA's decision to adopt #'s 27, 28, & 29, and approve the resolution. **MOTION UNANIMOUSLY APPROVED**

#30 - Resolution Supporting Fond du Lac County's Citizens and Families Against Exploitive Lending Practices by Returning to an Interest Cap as Outlined in Assembly Bill 392 and/or by Additional Measures to Eliminate Predatory Lending in our State – Fond du Lac County

Motion made by Supervisor Fleck, seconded by Supervisor Erickson to agree with WCA's decision to adopt, and approve the resolution.

Ayes: Erickson, Kaster, Fleck

Nays: Scray

MOTION APPROVED

#31 – Resolution Supporting Language in Assembly Substitute Amendment to Assembly Bill 447 (AB 447) to Restrict Predatory Lending Practices in Wisconsin – Eau Claire County

Motion made by Supervisor Scray, seconded by Supervisor Fleck to agree with WCA's decision to indefinitely postpone, and disagree with the resolution. MOTION UNANIMOUSLY APPROVED

7. **Set Dates for Future Meetings:**
To be Announced

Other:

8. **Such Other Matters as Authorized by Law:**

Motion made by Supervisor Erickson and seconded by Supervisor Kaster to adjourn at 6:25 p.m. MOTION APPROVED UNANIMOUSLY

Respectfully submitted,

Rae G. Knippel
Recording Secretary



Human Services Department

111 N. Jefferson Street, Green Bay, WI 54301
Phone: (920) 448-6000, Fax: (920) 448-6126

August 30, 2010

TO: Tom Hinz, County Executive
Debbie Klarkowski, Human Resources Manager
Ellen Sorensen, Department of Administration

FROM: Kevin Lunog, Clinical Services Manager
Brown County Human Services

SUBJECT: CTP Worker position – approval to fill vacancy

Recently we had a long term CTP worker resign effective 7/9/10. The need for this position has been reviewed and the job description is current.

In addition to this vacant position requested, we have 1 Clinical Social Worker position open and another one that just announced he will be retiring next month.

The following lists the importance and needs for filling the vacant position:

OVERVIEW OF POSITION: The CTP worker position is a case management position that assists Brown County adult with mental health and co-occurring concerns.

Eligibility determinations for new consumers:

- i. County residents requesting services are assessed by our intake social worker to assure the needs and level for services.
- ii. Those who are currently on a Chapter 51 commitment are assigned a case manager automatically as we are bound by statute to monitor and provide appropriate services.
- b. Eligibility re-determinations are conducted on an ongoing basis during case manager reviews and regular staffing updates.
- c. Makes referrals for appropriate services and/or to additional community resources.
- d. Provides supportive services in the community.

STATISTICS / MEASUREMENTS

A. Due to multiple reasons, caseloads have increased and the numbers of commitments have increased over the past 3-5 years. This can include the economy and the increased levels of chronicity of the issues of those we serve.

B. Caseload Sizes:

This position carried a caseload of 31. Caseloads fluctuate depending upon the needs of those being case managed and the available case managers. Caseloads are determined by the needs of the person at time of assignment and can be transferred if needed. Examples

are more complex cases may be assigned to the Masters level, licensed clinician, and those with medical needs can be assigned to a nurse case manager.

C. Currently there are approximately 470 people on our caseloads.

D. Billing for case management is done on a monthly basis for those who have Medical Assistance. The case managers also work with those eligible who are not receiving benefits to apply for them so that we can bill for services. This can be billed up to one year later, so those who do end up with benefits can have their services billed retroactively.

TRAINING for case managers:

- We have in-house training and are able to make use of online crisis training for our workers to meet their required training.
- Case loads are expanded with experience gained.
- We utilize peer training with our staff to gain real world examples of styles and techniques.

FUNDING / FISCAL IMPACT

- Funding for the CTP worker should not be held vacant to offset projected budget shortfalls due to the responsibility of meeting consumer's basic needs, and their services are revenue producing. Case management rates are reimbursed at the same amount regardless of level of education and this makes this position the best cost to return ratio.
- Budgeted funds are sufficient to cover the cost of filling this position.
- Has the Department met its required budgeted vacancy savings? We are working to meet these in other ways.
- Funding can be obtained via case management, crisis and Comprehensive Community Services funding streams.

ALTERNATIVES / IMPACTS

- The current case managers are juggling their caseloads plus the existing caseloads from the two open positions.
- Possible **alternatives** to fill this position were considered:
 - Current staff members are struggling to cover the additional responsibilities.
 - Additional costs would be assumed if they worked overtime.
 - Decrease in morale (could lead to additional turnover).
 - Contract staff used for this position.
 - We have wrap around services that can be contracted for but this can be costly, and depending upon the program requires a County match to the program funding.
 - Leave vacant.
 - Impact: decrease in quality customer service, and increased caseload generally causes a decrease in morale and/or more turnover.
- **IMPACTS** of not filling position:
 - Monitoring of the Court commitments is mandatory. These are people coming from the hospitals and are at a vulnerable time in their lives. If the workers cannot see people in a timely manner the results could require a return to the hospital, driving up costs, or in the extreme cases be deadly.

- Impacts of not filling the position 3, 6, 12 months:
 - Decrease in quality customer service.
 - Basic needs of our consumers may not be met or met timely.
 - Delay in assisting our consumers when they are in crisis and need.
 - Increase in costs through hospitalizations or higher cost placements
- **STREAMLINING / EFFICIENCIES / IMPROVED SERVICE DELIVERY**
 - The CTP and AODA supervisors and staff continually review priorities and explore efficiencies. Workload and client progress are reviewed in regular staffings to determine the best treatments and services that are needed and to reduce intensity and costs of services as it is safe to do so.
 - Billing logs are being reviewed to make them more efficient and capture more billing opportunities.
 - Staff members are getting training on how to utilize a method that improves the outcome of disability determinations, which will allow us to then use the benefits to pay for services.

FISCAL IMPACT

CTP Worker

2010 Fiscal Impact:

2010 Salary

2010 Fringe Benefits *2009 settled contract rates

Partial Fiscal Impact

09/01/2010 -

12/31/2010

\$11,379.00

\$ 5,270.75

\$16,649.75

2011 Fiscal Impact:

2011 Salary

2011 Fringe Benefits *2009 settled contract rates

2011

\$34,137.00

\$15,812.26

\$49,949.26

Based on the above information, it is critical the requested position be filled.

Thank you for your consideration in approving the requested position.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

To: Tom Hinz – County Executive
Ellen Sorenson - Director of Administration

Fr: Debbie Klarkowski
Human Resources

Ref: Request to Fill: Benefits and Compensation Manager

Date: August 29, 2010

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential service?

Yes, this position is responsible for the management and administration of employee benefit and compensation programs. This position works with Brown County's consultant to develop, recommend and implement approved, new or modified employee benefit programs. Benefit programs include: Health and Dental plans, WRS, Flexible Spending Accounts, Life Insurance and Tax Sheltered Annuities. Additionally, this position provides leadership and direction on the administration of all leave programs including Short Term Disability, Long Term Disability, Workers Compensation and Leave of Absence. Finally, this position oversees all payroll processing adhering to county policy and collective bargaining agreements.

2. Please describe job performance measurement for this position.

This position evaluates existing benefit programs ensuring compliance with county policy and government regulations. Monitors the county's health insurance programs continuing to evaluate and recommend cost effective measures. The Benefits and Compensation Manager works closely with all county departments and employees and Brown County benefit program vendors, therefore, this position will be evaluated based on the ability to effectively communicate with internal and external staff.

3. Explain how this vacancy presents opportunities to streamline processes or reorganize operations for improved service or cost savings.

This position is new in the table of organization for 2010. The payroll and benefit departments were consolidated creating efficiencies between the two functions by improving communications and consistency in administering the programs.

4. Are budgeted funds sufficient to cover the cost of filling the position? YES
5. What is the impact of not filling the position in
 - a. 3 months
 - b. 6 months
 - c. 12 months, Not at all

The Human Resources Department does not have any additional resources to effectively monitor the benefit programs. The health and dental programs are high cost programs to Brown County and require constant and consistent oversight.

Fiscal Impact:

Benefits and Compensation Manager

<u>2010 Fiscal Impact:</u>	Partial Fiscal Impact	<u>10/01/2010 - 12/31/2010</u>
2010 Salary		\$ 16,289.70
2010 Fringe Benefits		\$ 6,173.80
		<u>\$ 22,463.50</u>
<u>2011 Fiscal Impact:</u>		<u>2011</u>
2011 Salary		68,419.00
2011 Fringe Benefits		\$ 27,693.00
		<u>\$ 96,112.00</u>

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PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

To: Tom Hinz – County Executive
Ellen Sorenson - Director of Administration

Fr: Debbie Klarkowski
Human Resources

Ref: Request to Fill: Benefits Specialist

Date: August 29, 2010

1. Is the position description current or does it require updates?

The position description is current.

2. Are the duties of the position related to an essential service?

The Benefits Specialist is responsible for the timely collection, administration, and customer inquiries related to the various benefit programs including: Health, Dental, FMLA, Workers Compensation, Short Term Disability and Long Term Disability programs. This position conducts orientation for new and existing employees enrolling into the benefits plans and provides ongoing customer service to county employees.

Additionally, this position monitors all benefit billing through regular monthly processing and balancing including contact with the vendors. Works with third party administrators to investigate discrepancies and provide resolution to employees. This is the only position in Brown County responsible for administering benefit and leave programs to county employees.

3. Please describe job performance measurement for this position.

This position requires strong communication orally and written. This position will be measured on the ability to effectively communicate with employees and vendors in a timely manner and the ability to communicate complex benefit information correctly. This position is measured on the accurate and timely collection of benefit program premiums.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize?

Prior to 2010 the Human Resources Department had two full time employees performing the duties. The duties were consolidated into one position moving into 2010, thereby eliminating one full time equivalent. Additionally, the department brought a request to RFP the administration of FMLA, STD, and LTD to Administration Committee. The 2010 annual enrollment process was automated and employees are encouraged to go online to review and update health/dental information. These types of automation have streamlined and created efficiencies in the process to allow the combining of the two positions.

5. Are budgeted funds sufficient to cover the cost of filling the position? YES
6. What is the impact of not filling the position in
 - a. 3 months 6 months 12 months, Not at all

The Department would not be able to assist county employees timely with benefit and leave program questions or concerns. There are legal ramifications if FMLA leave and STD are not processed timely. Additionally, there would not be any resources available to ensure payments are received timely.

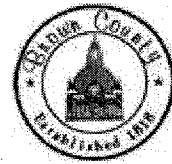
Fiscal Impact:
Benefits Specialist

<u>2010 Fiscal Impact:</u>	Partial Fiscal Impact	<u>10/01/2010 - 12/31/2010</u>
2010 Salary		\$ 12,821.49
2010 Fringe Benefits		<u>\$ 4,859.34</u>
		<u>\$ 17,680.83</u>
<u>2011 Fiscal Impact:</u>		<u>2011</u>
2011 Salary		\$ 52,303.00
2011 Fringe Benefits		<u>\$ 21,170.00</u>
		<u>\$ 73,473.00</u>

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HUMAN RESOURCES MANAGER

TO: Debbie Klarkowski
Human Resources Manager

FROM: Paula Kazik
Human Resources Senior Analyst

RE: Request for reclassification of Secretary III – Court Commissioner

DATE: June 22, 2010

I. Introduction:

In May 2010, a request was submitted to Human Resources to review a Secretary III position in the Court Commissioner's Department for possible reclassification.

II. Research Completed:

- A. Review of Position Description Questionnaire
- B. Discussion with Secretary III
- C. Review of documents prepared by Secretary III
- D. Information provided by Court Commissioner Phoebe Mix
- E. Discussion with Jean Eckers, Office Manager II, Circuit Courts
- E. Review of internal comparables

III. Findings from Research:

The Court Commissioner's office currently has one (1) Secretary III position that is responsible for coordinating the Court Commissioner's hearings calendars and files to facilitate the operation of the office of the Court Commissioner's. The Secretary III types orders, decisions and notices, prepare reports, dispositions and memoranda agendas in addition to composing and typing correspondence and reports.

IV. Discussion

In evaluating the reclassification request, the following three areas must be analyzed:

1. Are there significant job duty changes?
2. If so, do those significant job duty changes affect the knowledge, skills, and abilities necessary to perform the position?
3. If so, do the new requirements for knowledge, skills, and abilities warrant the position to be reclassified to another position?

The job duty changes that were outlined for the Secretary III include:

- Performs calendar management activities which includes scheduling of appointments, meetings, hearings and other events pertaining to Brown County Circuit Court Commissioner's Office.
- Coordinates proper staffing for hearings (e.g., clerk, court reporter, court security and interpreter).
- Composes orders, notices, correspondence and decisions; prepares reports, memoranda and other materials in compliance with Brown County Local Court Rules and State Statutes.
- Works closely with attorneys and relevant parties regarding the Court's calendar inclusive of appointments and cancellations. Schedules interpreters when needed.
- Maintains a weekly calendar, which includes checking to ensure accuracy.
- Organizes and maintains the Court Commissioner's files and records; works in coordination with Clerk of Courts to access files and pleadings.
- Receives telephone calls and visitors and answers various inquiries personally, providing information on departmental services and functions; provides assistance to self-represented litigants.
- Applies specialized knowledge of legal procedures, local Court process, and Sec. 767.Wis.Stats.

V. Analysis of Job Changes

- Performs calendar management activities which includes scheduling of appointments, meetings, hearings and other events pertaining to Brown County Circuit Court Commissioner's Office.
- Coordinates proper staffing for hearings (e.g., clerk, court reporter, court security, and interpreter).
- Works closely with attorneys and relevant parties regarding the Court's calendar inclusive of appointments and cancellations. Schedules interpreters when needed.
- Maintains a weekly calendar, which includes checking to ensure accuracy.

This position is responsible for managing the Court Commissioner's calendar. This includes scheduling of family and small claims court procedures as well as criminal and traffic intake; coordinating proper staffing for hearings such as clerk, court reporter, court security and interpreter. Because the Court Commissioners are frequently in court, the Commissioners require the position serves as a liaison between the Commissioners, court staff, attorneys and the general public and coordinate the day-to-day functions of the court.

Knowledge of legal terminology and previous legal experience is significant particularly in regard to this positions responsibility of scheduling. The current job description does not reflect this essential job duty. While scheduling alone would not be justification to upgrade this position to another pay grade, the Secretary III must be familiar with statutes and all areas of law to ensure that cases are calendared appropriately.

- Receives telephone calls and visitors and answers various inquiries personally, providing information on departmental services and functions; provides assistance to self-represented litigants.

This position is required to respond to inquiries appropriately from the general public, attorneys and litigants. These inquiries could be in regard to the court schedule, location, procedures and resources available and pending decisions/cases. Providing information on departmental services and functions is a responsibility of the Secretary III classification; however it is the nature of the inquiries and the autonomy required that increases the knowledge required to perform this responsibility.

Because of the increase in self-represented litigants the job requires someone who is very familiar with the legal process and terminology. There is daily interaction by telephone, by mail and in person with the general public who seek assistance in the court system. The public is more aware of their rights but they are not necessarily aware of how to navigate the court system on their own. As a judicial office they are not able to give legal advice, nor can they engage in ex parte communication with litigants. This position requires someone who can understand the distinction between offering assistance and giving legal advice. The Secretary III position description does not require knowledge of the legal process or the ability to independently answer inquiries and complaints.

- Applies specialized knowledge of legal procedures, local Court process, and Sec. 767.Wis.Stats.

This position must be familiar with law and statutes and possess the capability to make decisions independently in regard to what can and cannot be communicated to the public. The Court Commissioner's entrust highly sensitive matters to this position and require good judgment. The responsibility significantly affects the knowledge, skills and abilities required for this position.

One of the factors considered in this analysis is the need for the knowledge of legal terminology and previous experience in the legal field. At the present time, the Secretary III position description does not require legal experience.

VI. Recommendation

After reviewing all of these factors, analysis of the Secretary III position and comparing with other positions in the courthouse contract, a reclassification is recommended. The recommendation is to reclassify this position to a Judicial Assistant placed in classification B1 of Schedule A of the Courthouse Contract.

Per the Brown County Courthouse Agreement – Article 32. Job Analysis: Since the above mentioned duties have been within the position held by the employee since the date of the reclass request and per the contract, it is recommended that back pay be retroactive to the date the reclassification request was filed with the Human Resources Department.

VII. Fiscal Impact - attached

2010 Fiscal Impact Calculation
For the Period 5/1/10 - 12/31/10
(Delete 1.0 FTE Secretary III, Add 1.0 FTE Judicial Assistant)

Fiscal Impact for the period 5/1/10 to 12/31/10:

	Judicial Assistant	Secretary III	Diff
2010 Salary (5/1/10 - 12/31/10)	\$ 28,182.00	\$ (22,266.67)	\$ 5,915.33
2010 Fringe Benefits (5/1/10 - 12/31/10)	\$ 13,110.27	\$ (10,358.45)	\$ 2,751.81
Total Fiscal Impact: (estimate)	\$ 41,292.27	\$ (32,625.12)	\$ 8,667.15

September 15, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING
RECLASSIFICATION OF SECRETARY III
COURT COMMISSIONER'S OFFICE

WHEREAS, a request for reclassification of the Secretary III position in the Court Commissioner's office was submitted in May, 2010, and the basis for the reclassification relates to changes in duties that require knowledge of legal terminology and previous legal experience to better serve the needs of the department and the community; and

WHEREAS, the Human Resources department conducted a thorough study (study attached), of the changes in job duties and it was determined that the Secretary III is performing additional duties beyond the Secretary III position description; and

WHEREAS, this position is responsible for managing the Court Commissioner's calendar including scheduling court procedures and coordinating proper staffing for hearings such as a clerk, court reporter, court security and interpreter. This position serves as a liaison between the Commissioners, court staff, attorneys and the general public. This position must be familiar with statutes and all areas of law to ensure that cases are calendared appropriately and that inquiries from the general public, attorneys and litigants are appropriately responded to; and

WHEREAS, the Human Resources Department recommends the Secretary III position be reclassified to Judicial Assistant and that the position description be updated to reflect the position's responsibilities as they relate to managing the Court Commissioner's calendar, coordinating proper staffing for hearings, serving as a liaison between court staff, attorneys and the general public, as well as knowledge of legal terminology and previous legal experience; and

WHEREAS, it is further recommended that the position be maintained in Classification B1 of the Courthouse bargaining unit; and

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that the Secretary III position in the Court Commissioner's office be reclassified as a Judicial Assistant in the Court Commissioner's table of organization retroactive to the original date of the reclassification request May 7, 2010.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

**Fiscal Impact Salary and Fringe Benefits
For the Period of 5/01/10 – 12/31/10**

<u>Position Title</u>	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Secretary III	(1.0)	Deletion	(\$22,267)	(\$10,358)	(\$32,625)
Judicial Assistant	1.0	Addition	<u>\$28,182</u>	<u>\$13,110</u>	<u>\$41,292</u>
Total Fiscal Impact			<u>\$ 5,915</u>	<u>\$ 2,752</u>	<u>\$ 8,667</u>

Respectfully submitted,

PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Submitted by Human Resources and Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

ELLEN C. SORENSEN

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

August 25, 2010

TO: Executive Committee
Tom Hinz, County Executive

FROM: Ellen Sorensen, Director of Administration

SUBJECT: 2010 Bond Resolution for Sheriff Building

Attached is the 2010 Bond Resolution for the acquisition and remodeling of the S&L Property located at 2684 Development Drive.

<u>Project</u>	<u>Bond Amount</u>
Sheriff Department – Acquisition and remodeling of S&L Property	\$5,000,000

This resolution requires approval of the County Board. The initial resolution will be voted on by the Public Safety Committee on September 1, 2010, and by the County Board on September 15, 2010.

If approved, the Department of Administration will work with the County's Bond Counsel and Financial Advisor to issue the bonds. Bond bids will be opened and presented at the October 20, 2010, County Board meeting for the borrowing approval.

If you have questions related to the bond, feel free to contact my office at 448-4035.



September 15, 2010

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

INITIAL RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$5,000,000 PUBLIC SAFETY GENERAL OBLIGATION BONDS OR PROMISSORY
NOTES OF BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE
OR MORE TIMES

WHEREAS, the Board of Supervisors (the "County Board") of Brown County, Wisconsin (the "County") has previously authorized the acquisition of the real property located at 2684 Development Drive (S & L Property) (the "Real Estate") in the Village of Bellevue, Wisconsin; and

WHEREAS, the County Board hereby finds and determines that it is necessary, desirable and in the best interest of the County to issue, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Public Safety Bonds and/or Promissory Notes, whether tax-exempt or taxable, in one or more series, in an aggregate amount of not to exceed \$5,000,000 for the purpose of paying the cost of issuance and the costs of acquisition, planning, design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of the Real Estate (collectively, the "Project").

WHEREAS, the County Board finds and determines that the Project is within the County's power to undertake and serves a "public purpose" as that term is defined in Section 67.04(1)(b) of the Wisconsin Statutes; and

WHEREAS, counties are authorized by the provisions of Chapter 67 of the Wisconsin Statutes to borrow money and to issue general obligation corporate purpose bonds or promissory notes (collectively, such bonds or notes shall be referred to herein as the "Series 2010C Bonds or Notes") for such public purposes.

NOW, THEREFORE, BE IT RESOLVED, by the County Board, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Public Safety Bonds or Promissory Notes, Series 2010C in an amount not to exceed \$5,000,000 for the purpose of paying the costs of the Project.

BE IT FURTHER RESOLVED, by the County Board, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such Project shall be submitted to the appropriate oversight committee of the County Board for prior approval.

BE IT FURTHER RESOLVED, that the County Clerk (in consultation with the County's financial advisor) is hereby authorized and directed to cause notices of the sale of the Series 2010C Bonds or Notes to appear in such publications and at such times as the County Clerk may determine.

BE IT FURTHER RESOLVED, that the County Clerk (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Official Statements or other forms of offering circular.

BE IT FURTHER RESOLVED, that following receipt of bids for the Series 2010C Bonds or Notes, the County Board shall consider taking further action to provide the details of the Series 2010C Bonds or Notes; to ratify the Notices of Sale; to award the Series 2010C Bonds or Notes to the lowest responsible bidder or bidders therefor; and to levy a direct annual irrevocable tax sufficient to pay the principal of and interest on the Series 2010C Bonds or Notes as the same becomes due as required by law.

BE IT FURTHER RESOLVED, that the County shall make expenditures as needed from its funds on hand to pay the costs of the Project until bond proceeds which may be issued in the maximum principal amount for the Project become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the Series 2010C Bonds or Notes.

Adopted: September 15, 2010

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
PUBLIC SAFETY COMMITTEE
ADMINISTRATION COMMITTEE

Fiscal Note: This resolution does not require an appropriation from the County General Fund. Budgeting for interest payment will occur in the 2011 budget.

APPROVED BY:

Thomas J. Hinz
Brown County Executive

Date Signed:

September 15, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentleman:

BROWN COUNTY WISCONSIN
INITIAL RESOLUTION REGARDING
INDUSTRIAL DEVELOPMENT REVENUE BONDS

WHEREAS, Brown County, Wisconsin, (the "County") is authorized by Section 66.1103, Wisconsin Statutes, as amended (the "Act"), to acquire, construct, equip, reconstruct, improve, maintain, repair, enlarge or remodel industrial projects, and to enter into revenue producing agreements for same, in order to promote the right to gainful employment, business opportunities and general welfare of its inhabitants and to preserve and finance costs related to such industrial projects, which bonds are to be payable solely out of the revenues derived pursuant to the revenue agreement pertaining to the project to be financed by the bonds so issued and which bonds may be secured by a mortgage or other security interest on the project; and

WHEREAS, Ashland Avenue, LLC, a Wisconsin limited liability company, (the "Eligible Participant") desires to acquire, construct, improve and/or equip a distribution facility in the County to be leased to WESCO Distribution, Inc., a subsidiary of WESCO International, Inc. (such acquisition, construction, improvement and/or equipping is hereinafter referred to as the "Project"); and

WHEREAS, the Project is estimated to require the issuance of bonds in an amount not to exceed \$2,000,000; and

WHEREAS, the Eligible Participant has represented that the Project qualifies to be financed with industrial development revenue bonds under Wis. Stat. 66.1103(2)(k)22. as a facility with respect to which will be issued a recovery zone facility bond under 26 USC 1400U-

3; and

WHEREAS, the Eligible Participant desires and has requested assistance from the County in financing the cost of the Project through the issuance by the County of its industrial development revenue bonds pursuant to the Act;

NOW, THEREFORE, BE IT RESOLVED by this County Board of the County of Brown, State of Wisconsin, that:

(1) In view of the considerable benefits to be derived by the County from the development of the Project, the County intends to work toward the consummation of a project financing agreement pursuant to which the County shall:

(a) issue, sell and deliver to purchasers (to be obtained by the Eligible Participant) its industrial development revenue bonds in an aggregate principal amount not to exceed \$2,000,000 (the "Bonds") in order to finance costs related to the Project, which Bonds shall be payable solely out of the revenues derived from a note and mortgage or other security agreement on the Project or from such other revenue agreement as may be permitted by law; and

(b) lend the proceeds of the Bonds to the Eligible Participant who will use the proceeds to help finance the Project (and for any other purposes permitted by the Act) and enter into a note and mortgage agreement or other security agreement with the Eligible Participant or enter into other lawful revenue-producing agreements with respect to the Project providing revenues sufficient to pay principal of and interest on the Bonds when due; and

(c) assign the note and mortgage agreement or other security agreement or other revenue agreement and pledge the revenues and other amounts therefrom to the bondholders, or to a servicer, or a trustee under an indenture of trust, in order to secure the

payment of principal and interest on the Bonds.

(2) The bonds shall never constitute an indebtedness of the County within the meaning of any state constitutional provision or statutory limitation, and shall not constitute or give rise to a pecuniary liability of the County or a charge against its general credit or taxing powers.

(3) All expenses incurred in connection with the transactions herein contemplated shall be paid by the Eligible Participant from the proceeds of the Bonds, or otherwise, and shall not be the responsibility of the County.

(4) Taxes shall be assessed in accordance with applicable law to the Eligible Participant with respect to the Project in the same manner and amount as though the Project was not being financed by an industrial development revenue bond.

(5) The appropriate officers of the County are hereby authorized to negotiate the terms of a project financing agreement, note and mortgage or other security agreement or other revenue agreement, instruments of conveyance, mortgage and indenture of trust, if any, and any other documents required to properly complete the financing, provided that all such terms and procedures followed shall be subject to the conditions of this resolution and the provisions of Section 66.1103, Wisconsin Statutes, as amended, and shall not be binding unless and until:

(a) the details of the project financing agreement and all documents pertinent thereto are reviewed, authorized and approved by a definitive resolution of this County Board.

b) the electors of the County have been given the opportunity to petition within 30 days from the date of publication of notice of adoption of this initial resolution for a referendum on the question of the issuance of the Bonds as provided by law;

(c) either no such valid petition for referendum shall have been timely filed or if such petition has been filed the said bond issue shall have been approved by a referendum; and

(d) all documents required in connection with the financing shall have been duly executed by the parties thereto and delivered to the extent required; and

(e) all applicable provisions of Federal law including Section 103 of the Internal Revenue Code of 1986, as amended, have been complied with.

(6) Notice of the adoption of this resolution of intent shall be published as a Class 1 notice in the official newspaper of the County, the Green Bay Press-Gazette, in the following form:

NOTICE TO ELECTORS
OF BROWN COUNTY WISCONSIN

NOTICE IS HEREBY GIVEN that the County Board of Brown County, Wisconsin, at a meeting held on September 15, 2010 adopted a resolution of intent pursuant to Section 66.1103 of the Wisconsin Statutes to issue its industrial development revenue bonds (the "Bonds") on behalf of Ashland Avenue, LLC, a Wisconsin limited liability company, (the "Eligible Participant") in an amount not to exceed \$2,000,000. The proceeds of the Bonds will be loaned to the Eligible Participant for the purpose of financing costs related to a project (the "Project") to consist of the acquisition, construction, improvement and/or equipping of a distribution facility located in the County to be leased to WESCO Distribution, Inc., a subsidiary of WESCO International, Inc. The Project constitutes a facility with respect to which will be issued a recovery zone facility bond under 26 USC 1400U-3. Under the terms of the proposed Bond issue, the County will enter into a revenue producing agreement with the Eligible Participant with respect to the use of the Project.

The Project to be financed with the proceeds of the Bonds is expected to create approximately ____ full time equivalent jobs with WESCO Distribution, Inc. in the County. Approximately ____ of these positions will be transferred from WESCO Distribution, Inc's.

existing facilities located in Wausau, Wisconsin and Appleton, Wisconsin, approximately ____ positions will be transferred from WESCO Distribution, Inc's. existing facility in the County, and approximately ____ will be newly created positions. The positions are expected to be created in the County within three years after the Bonds are issued. No direct job impact is expected in the State of Wisconsin at any location other than Brown County and the cities of Wausau and Appleton, Wisconsin.

THE BONDS WHEN ISSUED WILL BE LIMITED OBLIGATIONS OF THE COUNTY, PAYABLE SOLELY OUT OF THE REVENUES DERIVED FROM A NOTE AND MORTGAGE AGREEMENT, OR OTHER SECURITY AGREEMENT, OR OTHER REVENUE PRODUCING AGREEMENT WITH REGARD TO THE PROJECT. THE BONDS SHALL NEVER CONSTITUTE AN INDEBTEDNESS OF THE COUNTY, WITHIN THE MEANING OF ANY STATE CONSTITUTIONAL PROVISION OR STATUTORY LIMITATION, AND SHALL NOT CONSTITUTE OR GIVE RISE TO A PECUNIARY LIABILITY OF THE COUNTY OR A CHARGE AGAINST ITS GENERAL CREDIT OR TAXING POWERS.

The resolution may be inspected by any elector of the County of Brown at the Office of the County Clerk, Northern Building, 305 E. Walnut Street, Room 120, Green Bay, WI 54301, during business hours.

The Bonds will be issued only after a public hearing of the nature required by Section 147(f)(2)(B)(i) of the Internal Revenue Code of 1986, as amended, but without submitting the proposition to the electors of the County for approval unless within 30 days from the date of publication of this notice, a petition conforming to the requirements of Wis. Stat. 8.40, signed by not less than five percent (5%) of the registered electors of the County is filed with the County Clerk requesting a referendum upon the question of the issuance of the Bonds, in which event the public hearing referred to above will not be held and the Bonds shall not be issued unless and until approved by a majority of the County voting thereon at a general or special election.

Dated: _____

BY ORDER OF THE COUNTY OF BROWN

Darlene K. Marcelle, County Clerk

(7) The County Clerk, or the law firm of Nelson & Schmeling, shall file a copy of (a) this resolution, and (b) the notice referred to in paragraph (6) above with the State of Wisconsin Secretary of Department of Commerce within twenty (20) days following the publication of such notice.

(8) This resolution shall be effective for two (2) years after the date it is initially adopted.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Impact: _____

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPAC	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

RESOLUTION NO.: _____

**RESOLUTION ADOPTING BROWN COUNTY'S
2011 FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

WHEREAS, Brown has developed a Five-Year Capital Improvement Plan (CIP) for the period 2011 through 2015, and

WHEREAS, a Capital Improvement Plan is an excellent planning document to assist the County in realizing the goals of the plan and to provide a pathway for implementing those plans.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Fond du Lac County 2011 Five-Year Capital Improvement Plan attached hereto be adopted.

Dated September _____, 2010

**SUBMITTED BY:
EXECUTIVE COMMITTEE**

FISCAL NOTE: This resolution does not require an appropriation from the County General Fund. The projects scheduled for 2011 in the 2015 Five-Year Capital Improvement Plan attached have been included in the proposed 2011 Fond du Lac County budget. Most will be funded through a future bond issue, as indicated in the attached CIP. Projects included in the CIP and scheduled for 2011 through 2015 would be approved by inclusion in future adopted budgets or by separate county board resolution.

APPROVED BY

Key for Project Type:

- 1 = Equipment, construction or renovation essential to comply with mandated building, life safety, fire code or other physical plant standards.
- 2 = Equipment, construction or renovation essential to maintain current programs and services.
- 3 = Equipment, construction or renovation essential to enable the provision of newly mandated programs and services.
- 4 = Equipment, construction or renovation essential to support new or expanded programs or services that are not initiated in response to mandates.
- 5 = Equipment, construction or renovation essential to increase efficiency (e.g., improved productivity, energy conservation, etc.)

Key for Funding Source:

- D= Debt Service
- G= Grants and Aides
- O = Operating Revenues
- M = Municipal Funds
- P = Property Tax

DIVISION AND DEPARTMENT	PROJECT TYPE	FUNDING SOURCE	PROJECT DESCRIPTION	2011	2012	2013	2014	2015
2011 EXECUTIVE BONDING PROPOSAL AND CAPITAL IMPROVEMENTS PROGRAM (CIP)								
ADMINISTRATION:								
Administration - Info Services		D	AS/400 and Email Archiving	-	500,000	-	-	-
County Clerk	2	D	Election Tabulation Equipment	600,000	-	-	-	-
Facility and Park Management		D	Purchase Health Department Building	-	950,000	-	-	-
	5	D/G	Courthouse Bldg Automation Sys/HVAC Equip Upgrades*	120,000	-	-	-	-
	5	D	Courthouse Video Conferencing Circuit Court Branch I & II	-	110,000	-	-	-
	?	D	New Jail Pods I	-	-	16,500,000	-	-
	?	D	New Jail Pods II	-	-	-	-	17,700,000
	?	D	Fairgrounds Parking	-	375,000	-	-	-
	?	D	Fairgrounds Campground	-	-	-	300,000	-
	?	D	Building Systems - Jail Boilers	-	-	-	150,000	-
	?	D	Roof Repair/Replacement - Law Enforcement Center	-	-	63,754	-	-
	?	D	Roof Repair/Replacement - Northern Building	-	-	78,740	-	-
	?	D	Roof Repair/Replacement - Museum	-	-	-	184,600	-
	?	D	Roof Repair/Replacement - Work Release Center	-	-	-	169,000	-
	?	D	Fairground Parking Lot	-	-	150,000	-	-
	?	D	Phase II Renewables	-	-	-	250,000	-
	?	D	Phase II EEC	-	-	-	-	250,000
* Match with Block Grant			Administration Total	720,000	1,935,000	16,792,494	1,053,600	17,950,000
PUBLIC SAFETY:								
Public Safety Communications	3	D	Radio Interoperability - Subscriber Units	7,000,000	-	-	-	-
	3	D	Radio Interoperability - Two-Way Radio System -Phase II Add'l	-	7,300,000	-	-	-
	?	D	Next Generation 9-1-1	-	-	1,100,000	-	-
			Public Safety Total	7,000,000	7,300,000	1,100,000	-	-

DIVISION AND DEPARTMENT TRANSPORTATION:	PROJECT TYPE	FUNDING SOURCE	PROJECT DESCRIPTION	2011	2012	2013	2014	2015
Highway	?	D	CTH AAA (Oneida St) Reconstruction	3,000,000	-	-	-	-
	?	D	CTH KB (Wisconsin Avenue-Main St) Reconstruction	325,000	-	-	-	-
	?	D	CTH H (South Broadway St) Bridge Replacement	85,000	-	-	-	-
	?	D	CTH X (CTH PP to STH 57) Reconstruction	700,000	-	-	-	-
	?	D	CTH T (Caledonia Drive to STH 57) Recondition	1,300,000	-	-	-	-
	?	D	CTH D (CTH Z to STH 96) Recondition	1,010,000	-	-	-	-
	?	D	CTH MM (CTH G to Shadow Lane) Recondition	760,000	-	-	-	-
	?	D	CTH D (CTH Z to Plum Creek) Recondition	460,000	-	-	-	-
	?	D	CTH DD (Van Dyke Rd - STH 96) Recondition	350,000	-	-	-	-
	?	D	CTH B (CTH HS to CTH J) Recondition	-	1,400,000	-	-	-
	?	D	CTH XX (Hoffman Rd to Allouez Ave) Reconstruction	-	1,600,000	-	-	-
	?	D	CTH GV (CTH X to CTH G) Reconstruction	-	2,050,000	-	-	-
	?	D	CTH G (CTH V to STH 96) Recondition	-	1,460,000	-	-	-
	?	D	CTH C (Catherine Dr to Glendale Ave) Recondition	-	738,000	-	-	-
	?	D	CTH C (Glendale Ave to Anston Rd) Recondition	-	703,000	-	-	-
	?	D	CTH KB (Wisconsin Ave to CTH P) Recondition	-	460,000	-	-	-
	?	D	CTH M (Lineville Rd to CTH B) Recondition	-	971,000	-	-	-
	?	D	CTH K (STH 57 to Mercier Rd) Recondition	-	943,000	-	-	-
	?	D	Preliminary Costs for 2013	-	450,000	-	-	-
	?	D	CTH SB (CTH PP to CTH X/GV) New Construction	-	-	1,900,000	-	-
	?	D	CTH YY (Holmgren Way to Ashland Ave) Reconstruction	-	-	174,000	-	-
	?	D	CTH GV (CTH O to STH 172) Reconstruction	-	-	1,050,000	-	-
	?	D	CTH T (CTH R to Prospect St) Reconstruction	-	-	260,000	-	-
	?	D	CTH J (Lineville Rd to Harbor Lights Rd) Recondition	-	-	622,000	-	-
	?	D	CTH NN (CTH Z to Cooperstown Rd) Recondition	-	-	940,000	-	-
	?	D	CTH P (Pine Grove Rd to CTH KB) Recondition	-	-	1,166,000	-	-
	?	D	CTH P (CTH N to Pine Grove Rd) Recondition	-	-	1,760,000	-	-
	?	D	Preliminary Costs for 2014	-	-	500,000	-	-
	?	D	CTH F (CTH EB to USH 41) Reconstruction	-	-	-	1,200,000	-
	?	D	CTH XX (Libal St to East River Bridge) Reconstruction	-	-	-	650,000	-
	?	D	CTH EB (CTH EE to CTH G) Reconstruction	-	-	-	1,425,000	-
	?	D	CTH N (Bascom Way to Spartan Rd) Reconstruction	-	-	-	920,000	-
	?	D	CTH N (Spartan Rd to E. County Line) Recondition	-	-	-	2,000,000	-
	?	D	CTH D (STH 96 to Red Maple Bridge) Recondition	-	-	-	2,540,000	-
	?	D	CTH ZZ (STH 57 to Village Limits) Recondition	-	-	-	1,430,000	-
	?	D	Preliminary Costs for 2015	-	-	-	200,000	-

DIVISION AND DEPARTMENT	PROJECT TYPE	FUNDING SOURCE	PROJECT DESCRIPTION	2011	2012	2013	2014	2015
HEALTH AND HUMAN SERVICES: Human Services	?	D	CTH EB (CTH EE to CTH F) Reconstruction	-	-	-	-	1,400,000
	?	D	CTH EB (STH 29 to STH 54) Reconstruction	-	-	-	-	2,000,000
	?	D	CTH W (STH 96 to S County Line) Reconstruction	-	-	-	-	2,300,000
	?	D	CTH NN (STH 96 to Coopers town Rd) Reconstruction	-	-	-	-	610,000
	?	D	CTH JJ (STH 141 to Hazen Rd) Reconstruction	-	-	-	-	153,000
	?	D	CTH JJ (CTH QQ to Micolichuk Ln) Reconstruction	-	-	-	-	355,000
	?	D	CTH DD (STH 96 to Van Dyke St) Reconstruction	-	-	-	-	340,000
	?	D	CTH D (CTH Z to Plum Creek) Reconstruction	-	-	-	-	470,000
	?	D	CTH C (CTH B to CTH U) Reconstruction	-	-	-	-	815,000
	?	D	CTH ZZ (STH 96 to West County Rd) Reconstruction	-	-	-	-	505,000
Preliminary Costs for 2016				7,990,000	10,775,000	8,372,000	10,365,000	277,000
Transportation Total								
HEALTH AND HUMAN SERVICES: Human Services	3	D	Electronic Medical Records	1,850,000	-	-	-	-
			Health and Human Services Total	1,850,000	-	-	-	-
EDUCATION, CULTURE, AND RECREATION:								
Library	1/5	D	Central Library Renovation - Architect	600,000	600,000	-	-	-
			Education, Culture and Recreation Total	600,000	600,000	-	-	-
SUBTOTAL - CAPITAL PROJECTS - BONDING REQUESTS				18,160,000	20,610,000	26,264,494	11,418,600	27,175,000

DIVISION AND DEPARTMENT	PROJECT TYPE	FUNDING SOURCE	PROJECT DESCRIPTION	2011	2012	2013	2014	2015
CAPITAL IMPROVEMENTS PROGRAM - NO BONDING REQUESTS								
TRANSPORTATION: Airport	?	O/G	ARFF Building	8,085,120	-	-	-	-
	?	O/G	East G-A Ramp Construction (Phase II)	750,000	-	-	-	-
	?	O/G	Pay Parking Lot Pavement Rehabilitation	1,000,000	-	-	-	-
	?	O/G	International Terminal	250,000	2,699,750	-	-	-
	?	O/G	Design and Realign Exit Road and public parking	-	1,000,000	-	-	-
	?	O/G	Taxiways A, B, D-3 & apron reconstruct	-	300,000	3,436,716	-	-
	?	O	MISC. Land Acquisition	-	250,000	-	-	-
	?	O/G	Taxiway D (East)	-	-	180,000	2,500,000	-
	?	O/G	Pave Relocated Employee Lot	-	-	1,000,000	-	-
	?	O	Replace Pay Parking Revenue Control Equipment	-	-	250,000	-	-
	?	O/G	CCTV & Access Control System	-	-	-	500,000	2,100,000
	?	O/G	Airfield Snow Removal Equipment	-	-	-	850,000	593,250
	?	O/G	Design Baggage Claim Modifications	-	-	-	400,000	-
	?	P/M	CTH J (USH 29 to Shawano Avenue) Reconstruction	320,000	-	-	-	-
	?	P	CTH X (CTH PP to East River) Reconditioning	290,000	-	-	-	-
	?	P	Preliminary Work for Planned 2012 Projects	800,000	-	-	-	-
Highway				1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Transportation Total				12,495,120	5,249,750	5,866,716	5,250,000	3,693,250
PLANNING AND DEVELOPMENT								
Port and Solid Waste	?	G	Renard Island Closure	2,000,000	-	-	-	-
	?	G/O	Cat Islands Restoration Project	5,111,300	5,186,300	-	-	-
Planning and Development Total				7,111,300	5,186,300	-	-	-
SUBTOTAL - CAPITAL PROJECTS - NO BONDING REQUIREMENTS				19,606,420	10,436,050	5,866,716	5,250,000	3,693,250
TOTAL - CAPITAL PROJECTS ALL FUNDING SOURCES				37,766,420	31,046,050	32,131,210	16,668,600	30,868,250

September 15, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
NEVILLE PUBLIC MUSEUM
ADDITION OF GRANT FUNDED POSITIONS

WHEREAS, the Neville Public Museum has received a federal grant from the Institute of Museum and Library Services (IMLS) for the time period of September 1, 2010, through August 31, 2013; and

WHEREAS, the award will be used by the Neville Public Museum for a three (3) year project cataloging the Museum's negative collection. By the end of the three year grant period, the entire collection of over a million negatives will be cataloged and accessible to staff, researchers and the general public which will generate revenue for the Museum through photo-reproduction requests; and

WHEREAS, the grant would allow the addition of a .50 FTE Project Operations Manager to oversee the cataloging process and to monitor and report on project operation statistics and quality control; and

WHEREAS, the grant would also allow the addition of a .75 FTE Cataloger position to be responsible for cataloging the negatives using digital imaging and collections management software; and

WHEREAS, this grant award provides 100% funding of salary and fringe benefits for a .50 FTE Project Operations Manager and a .75 FTE Cataloger through August 31, 2013. Should the funding be eliminated, the positions will end and be eliminated from the Museum's Table of Organization; and

WHEREAS, the Human Resources Department in conjunction with the Museum are recommending the addition of .50 FTE Project Operations Manager and .75 FTE Cataloger to the Museum's Table of Organization through August 31, 2013.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, the addition of a grant funded .50 FTE Project Operations Manager and .75 FTE Cataloger to the Museum's Table of Organization through August 31, 2013.

BE IT FURTHER RESOLVED, that the positions are 100% grant funded resulting in no fiscal impact to the budget. Should funding be eliminated, the positions will end and be eliminated from the Museum's Table of Organization.

Fiscal Impact: NONE

Fiscal Impact for the period 10/1/10 – 12/31/10:

	<u>FTE</u>	<u>Addition/ Deletion</u>	<u>Salary</u>	<u>Fringe</u>	<u>Total</u>
Project Operations Manager	.50	Addition	\$4,524.00	\$ 854.58	\$5,378.58
Cataloger	.75	Addition	\$3,217.50	\$ 607.79	\$3,825.29
Total Salary & Fringe			\$7,741.50	\$1,462.37	\$9,203.87
Grant Revenue			(\$7,741.50)	(\$1,462.37)	(\$9,203.87)
2010 TOTAL FISCAL IMPACT			0.00	0.00	0.00

Respectfully submitted,

EDUCATION & RECREATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft by Human Resources and Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPACH	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEEST	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN
LA VIOLETTE	14			
ANDREWS	15			
KASTER	16			
VAN VONDEREN	17			
SCHULLER	18			
FLECK	19			
CLANCY	20			
WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



DEBBIE KLARKOWSKI, PHR

PHONE (920) 448-4065 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

HUMAN RESOURCES DEPARTMENT MEMO

TO: Debbie Klarkowski
Human Resources Manager

FROM: Lisa Younk
Human Resources Analyst

DATE: August 10, 2010

SUBJECT: Department Reorganization at Neville Public Museum

I. Introduction:

The Human Resources Department, in conjunction with the Neville Public Museum, was asked to evaluate a reorganization of the Museum to add one (1) .5 (half-time) Project Operations Manager and one (1) .75 (three-quarter time) Cataloger.

These are both limited term positions fully funded by a 3-year federal grant received from the Institute of Museum and Library Services (IMLS).

II. Research Completed

1. Discussion with Gene Umberger, Museum Director
2. Discussion with Rebecca Looney, Museum Curator of History
3. Review of proposed job descriptions
4. Review of proposed organizational changes
5. Review of grant documents

III. Current Situation/ Structure

The *Green Bay Press-Gazette* Negative Collection is the largest component of the museum's photograph collection (the remainder numbers approximately 100,000 images). The collection is used by the general public (especially researchers), in addition to institutional needs, and constitutes an important revenue stream for the museum through photo-reproduction requests. The current museum staff levels will not allow for this type of cataloging project without negatively impacting the museum operations.

IV. Proposed Structure

This museum cataloging project requires the catalogers to work on-site at the museum with the collection and directly under the supervision of the Curator of Collections. By the end of the three year grant period, the entire collection of over a million negatives will be cataloged and accessible to staff through the museum's Argus collections management software.

The federal granting agency, the Institute of Museum and Library Services, expects grantees to fulfill the requirements of the grant in a timely manner. In order to complete the cataloging in the three years specified in the grant, these new positions- (.75) Cataloger and (.5) Project Operations Manager need to be filled in October, 2010.

V. **Recommendation**

This grant will provide the opportunity for temporary employment for two individuals, documents an important historical museum collection, and affords another opportunity for the museum to better serve the public.

Due to current museum staffing levels and requirements of the IMLS grant (which will fully fund these positions), it is the recommendation of Human Resources that the Neville Museum add one (.75) Cataloger and one (.5) Project Operations Manager to their table of organization for a period of three (3) years, beginning October 2010.

A fiscal impact statement is attached.

Fiscal Impact Calculation

Add .5 FTE Project Operations Manager

Add .75 FTE Cataloger

<u>Fiscal Impact for the Period 10/1/10 - 12/31/10</u>	Project Operations Manager	Cataloger	TOTAL
2010 Estimated Salary (10/1/10 - 12/31/10)	\$ 4,524.00	\$ 3,217.50	\$ 7,741.50
2010 Estimated Fringe (10/1/10 - 12/31/10)	\$ 854.58	\$ 607.79	\$ 1,462.37
Total 2010 Salary & Fringe Cost	\$ 5,378.58	\$ 3,825.29	\$ 9,203.87
Grant Revenue	\$ (5,378.58)	\$ (3,825.29)	\$ (9,203.87)
TOTAL 2010 FISCAL IMPACT	0.00	0.00	0.00

2011 Annual Fiscal Impact

2011 Estimated Annual Salary (1/1/11 - 12/31/11)	\$ 18,096.00	\$ 12,870.00	\$ 30,966.00
2011 Estimated Annual Fringe (1/1/11 - 12/31/11)	\$ 3,418.33	\$ 2,431.14	\$ 5,849.48
Total 2011 Salary & Fringe Cost	\$ 21,514.33	\$ 15,301.14	\$ 36,815.48
Grant Revenue	\$ (21,514.33)	\$ (15,301.14)	\$ (36,815.48)
TOTAL 2011 FISCAL IMPACT	0.00	0.00	0.00

The Neville Public Museum of Brown County has been awarded a prestigious federal grant from the Institute of Museum and Library Services. The grant will fund two new part-time positions at the museum—a Project Operations Manager and a Cataloger—for a three year project cataloging the museum's collection of film negatives from the *Green Bay Press-Gazette*. This is an important project for the museum that will give us better access to and control of a collection of over a million images. These images document life in our region from the 1940s to the 1980s and while the collection has been housed at the museum for some time, we still have very limited information on what it contains.

The *Green Bay Press-Gazette* Negative Collection is by far the largest component of our photograph collection (the remainder numbers approximately 100,000 images). The collection is not only used by the general public (especially researchers), in addition to institutional needs, but constitutes an important revenue stream for the museum through photo-reproduction requests.

The museum is working at minimal staff levels and this type of cataloging project would be impossible for the permanent employees to accomplish. Federal money will completely pay for the salaries and benefits for two limited-term part-time employees as well as the purchase of the equipment and software necessary for them to do their work. New job descriptions were created for the necessary positions.

A museum cataloging project requires the catalogers to work on-site at the museum with the collection and directly under the supervision of the Curator of Collections. By the end of the three year grant period, the entire collection of over a million negatives will be cataloged and accessible to staff through the museum's Argus collections management software.

The federal granting agency, the Institute of Museum and Library Services, expects grantees to fulfill the requirements of the grant in a timely manner. In order to complete the cataloging in the three years specified in the grant, these new positions need to be filled this October.

This grant brings money into Brown County, provides temporary employment for two local individuals, documents an important museum collection, and helps the museum serve its public.



**Neville
Public
Museum**

Of Brown County

210 Museum Place
Green Bay, WI 54303-2780
Phone: (920) 448-4460
Fax: (920) 448-4458
www.nevillepublicmuseum.org

*An educational and cultural
resource of Brown County*

Position Title: Project Operations Manager

Department: Neville Public Museum

Reports to: Project Director

Job Summary: This position is primarily responsible for the oversight of the Cataloger position and for cataloging of the *Green Bay Press-Gazette* Negative Collection at the Neville Public Museum of Brown County.

Essential Duties:

The Project Operations Manager position will oversee the Cataloger position in areas of the cataloging process, including:

- Create metadata
- Data entry
- Scanning
- Filing

This position will also monitor project operations statistics and quality control and report these to the Project Director at weekly meetings. This position will also select images and write captions for weekly newspaper column.

Education and Experience:

B.A. in American History, Museum Studies, Library and Information Science, Records Management, or other programs with coursework or experience in collections care and management, cataloging, records management and/or historical research methods.

Knowledge, Skills and Abilities:

The candidate should have excellent PC skills with knowledge of Windows applications; be familiar with database systems (ideally ARGUS) and digital imaging; have knowledge of metadata standards such as Dublin Core; have excellent organizational and communication skills; be detail-oriented, responsible and dependable; have working knowledge of office procedures and equipment; and have ability to work well alone and in a group.

Other:

Qualified applicants will be subject to a security investigation.



Accredited by the
American Association
of Museums



**Neville
Public
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Of Brown County

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Green Bay, WI 54303-2780
Phone: (920) 448-4460
Fax: (920) 448-4458
www.nevillepublicmuseum.org

*An educational and cultural
resource of Brown County*

Position Title: Cataloger

Department: Neville Public Museum

Reports to: Project Operations Manager

Job Summary: This position is responsible for the cataloging of the *Green Bay Press-Gazette* Negative Collection at the Neville Public Museum of Brown County.

Essential Duties:

- Create metadata
- Data entry
- Scanning
- Filing

Education and Experience:

Current students or graduates with degrees in American History, Museum Studies, library and information science, records management, and historic preservation programs with coursework or experience in collections care and management, cataloging, records management and/or historical research methods.

Knowledge, Skills and Abilities:

The candidate should have excellent PC skills with knowledge of Windows applications; be familiar with database systems (ideally ARGUS) and digital imaging; have knowledge of metadata standards such as Dublin Core; have excellent organizational skills; be detail-oriented, responsible and dependable; have working knowledge of office procedures and equipment; and have ability to work well alone and in a group.

Other:

Qualified applicants will be subject to a security investigation.



Accredited by the
American Association
of Museums

September 20, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

RESOLUTION: CREATION OF NORTHEAST WISCONSIN
LONG-TERM CARE DISTRICT

WHEREAS, 2007 Wisconsin Act 20 authorized expansion of Family Care, a comprehensive and flexible long-term care service system for the frail elderly and for adults with physical or developmental disabilities, and

WHEREAS, the Counties of Brown, Door, Kewaunee, Marinette, Menominee, Oconto and Shawano formed a planning consortium. This planning consortium engaged in a grant funded multi-year planning process to implement Family Care in the region, and

WHEREAS, § 46.2895 (1)(a) Wis. Stats. authorizes a county, or any combination of counties, to create a "long-term care district". This "long-term care district": 1) is a local unit of government; and 2) is separate and distinct from, and independent of, any county that creates it; and 3) has the powers and duties specified in § 46.2895 Wis. Stats. Further, the obligations, debts and responsibilities of the long-term care district are not the obligations, debts and responsibilities of any county that creates it.

NOW, THEREFORE, BE IT RESOLVED By the Brown County Board of Supervisors, that this is intended as an enabling resolution, authorizing the creation of the *Northeast Wisconsin Long-Term Care District* (hereafter "*District*"), pursuant to and in accordance with § 46.2895 (1)(a) Wis. Stats. All statutory references herein include the statute as it now exists or as hereafter amended or revised.

BE IT FURTHER RESOLVED, That a need exists for establishing the *District*, both within Brown County and the region served by the *District*. Specifically, the provision of quality

and cost-effective long-term care services for the frail elderly and for adults with physical or developmental disabilities.

BE IT FURTHER RESOLVED, That the *District's* primary purpose is to operate a care management organization (hereafter "CMO") under § 46.284 Wis. Stats. This CMO will provide, or contract for the provision of, the services that are covered under Family Care. Further approval of the County Board, via adoption of a resolution, is a condition precedent to the *District's* entering into any contract under § 46.2895 (4)(d) or (dm) Wis. Stats.

BE IT FURTHER RESOLVED, That appointment, composition, and membership qualifications of the *District's Governing Board* [hereafter "*Board*"] will be consistent with § 46.2895 (3) Wis. Stats. The *Board* shall be comprised of up to twelve (12) members, of which: three (3) members will be as provided under § 46.2895(3)(b)1. Wis. Stats.; two (2) will be members at-large, with relevant expertise in business or medicine; and one (1) member shall be appointed by each county that adopts a like enabling resolution. The three (3) § 46.2895(3)(b)1. members are: 1) Carolyn Barke; 2) Mary Derginer; and 3) Julie Kudick. The two (2) members at large will be appointed consistent with the *Board's* bylaws and/or policies. Brown County's member is: Carole Andrews. The initial term of each member is two (2) years. Thereafter, members shall serve staggered terms, consistent with the *Board's* bylaws and/or policies.

BE IT FURTHER RESOLVED, That The *Board* is empowered to exercise its powers and duties upon the appointment of the three (3) § 46.2895(3)(b)1. Wis. Stats. members and each county's allotted member.

BE IT FURTHER RESOLVED, That Brown County's continued participation in the Long-Term Care *District* is expressly conditioned on: 1) Brown County's contribution being limited to no more than that currently (i.e., as of the date this resolution is adopted) set forth in § 46.281 (4) Wis. Stats.; and 2) Sufficient funding being timely provided by the state or federal government for the Long-Term Care *District's* operation. If either condition is not satisfied, the County may withdraw from the Long-Term Care *District*.

BE IT FURTHER RESOLVED, That the County Clerk is directed to file a copy of this resolution with the Secretary of the Wisconsin Departments of Administration, Health Services and Revenue.

Respectfully Submitted,

HUMAN SERVICES COMMITTEE
HUMAN SERVICES BOARD
ADMINISTRATION COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

Fiscal Impact: _____

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
TUMPAC	1			
DE WANE	2			
NICHOLSON	3			
THEISEN	4			
KRUEGER	5			
HAEFS	6			
ERICKSON	7			
BRUNETTE	8			
ZIMA	9			
EVANS	10			
VANDER LEESE	11			
BUCKLEY	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
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KASTER	16			
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SCHULLER	18			
FLECK	19			
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WETZEL	21			
MOYNIHAN	22			
SCRAY	23			
CARPENTER	24			
LUND	25			
FEWELL	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

September 15, 2010

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

AUTHORITY TO EXECUTE A 2010-2011 LABOR AGREEMENT
WITH THE BROWN COUNTY CORRECTIONS OFFICERS

BE IT RESOLVED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to executed a two (2) year labor agreement on behalf of Brown County with the Brown County Corrections Officers for the years 2010-2011 effective January 1, 2010, which agreement shall provide the following major changes from the 2009 labor agreement.

All items, with the exception of wages, or except as specifically provided otherwise will be prospective effective the date of signing of the agreement.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

1. **ARTICLE 19. INSURANCE**

Amend the following beginning at line 522:

PPO Plan:

Employee premium co-pay: 10% effective May 1, 2010
12% effective January 1, 2011

Deductible

	<u>Single</u>	<u>Family</u>	
In network	\$250	\$ 750	Effective July 1, 2010
Out of network	\$550	\$1,650	Effective July 1, 2010

Co-insurance

In network	90%
Out of network	60%

Out-of-pocket maximum

In network	\$ 750	\$2,250	Effective July 1, 2010
Out of network	\$1,650	\$4,950	Effective July 1, 2010

Office Visits

In network	\$25.00 then 100% effective July 1, 2010
Out of network	Deductible then 60%

Routine/Preventative
In network
Out of network

Covered at 100%
Deductible then 60%

Prescription Drugs – A 3-tier formulary will be followed for all prescriptions.

In network

Generic 20% employee co-pay
Brand 25% employee co-pay plus cost difference
Non-Preferred 35% employee co-pay plus cost difference
\$1,000 annual out-of-pocket maximum

Out of network

Deductible then 60%

Hospital Services

In network

Deductible then 90%

Out of network

Deductible then 60%

Retail Clinic

\$10.00 co-pay then 100% effective July 1, 2010

Effective July 1, 2010:

Separate Chiro Deductible

\$100.00 deductible then 80%

Durable Medical Equipment

Deductible then 90% / 60%

Occ. Speech, Physical Therapy

Deductible then 90% / 60%

Emergency Room Sickness

Deductible then 90% / 60%

Out-patient Ancillary Service

Deductible then 90% / 60%

Nervous and Mental Benefits

Deductible then 90% / 60%

Ambulance

Deductible then 95%

High Deductible Plan:

For the calendar year 2010, the High Deductible Plan would be offered to members after a 30 day open enrollment period. It is the intention of the County to pro-rate the deductible and the funding of the HRA depending on the start date. (Ex. High Deductible Plan starts on July 1 then the deductible would be Single \$750 and Family \$1500; the HRA funding would be Single \$750 [less the prorated PPO Single deductible of \$125] and Family \$1500 [less the prorated PPO Family deductible of \$375] on July 1).

HRA/HSA/VEBA would be funded on January 1 each year at the following levels:

100% for year 2010

90% for year 2011

The HRA would be converted to an HSA or VEBA Account beginning on or before December 31, 2011, and all funds that are in the HRA at that time would be converted to the HSA/VEBA. The HSA or VEBA would be negotiated with the bargaining unit.

Employee premium co-pay: 10% effective May 1, 2010

12% effective January 1, 2011

Deductibles:

	<u>Single</u>	<u>Family</u>	
In Network	\$1,500	\$3,000	Effective July 1, 2010
Out of Network	\$3,000	\$6,000	Effective July 1, 2010

Co-insurance:

In Network	100%
Out of Network	70%

Out-of-pocket maximum:

In Network	\$1,500	\$ 3,000	Effective July 1, 2010
Out of Network	\$6,000	\$12,000	Effective July 1, 2010

Office Visits:

In Network	\$25 Co-pay then 100%	Effective July 1, 2010
Out of Network	Deductible then 70%	Effective July 1, 2010

Routine/Preventive Care:

In Network	Covered at 100%
Out of Network	Deductible then Coinsurance

Prescription Drugs – A 3-tier formulary will be followed for all prescriptions.

In network	Generic	20% employee co-pay
	Brand	25% employee co-pay plus cost difference
	Non-Preferred	35% employee co-pay plus cost difference
	\$1,000 annual out-of-pocket maximum	

Out of Network	Deductible then 70%
----------------	---------------------

Hospital Services:

In Network	Deductible then 100%	Effective July 1, 2010
Out of Network	Deductible then 70%	Effective July 1, 2010

Retail Clinic:	\$10 co-pay then 100%	Effective July 1, 2010
----------------	-----------------------	------------------------

Effective July 1, 2010:

Chiropractor	No separate deductible, 100% / 70%
Durable Medical Equipment	Deductible then 100% / 70%
Occ., Speech, Physical Therapy	Deductible then 100% / 70%
Emergency Room Sickness	Deductible then 100% / 70%
Out-patient Ancillary Services	Deductible then 100% / 70%
Nervous and Mental Benefits	Deductible then 100% / 70%
Ambulance	Deductible then 100% / 70%

Dental:

Increase annual maximum to \$1,250 effective January 1, 2010. Employee premium contribution remains at 7.5%.

2. **ARTICLE 25. LONGEVITY**

Modify as follows beginning at line 834:

Employees who have the required years of service shall receive benefits according to the schedule below, to be paid bi-weekly.

Beginning of 8 th year	\$120.00 per year	\$.06 cents per hour
Beginning of 12 th year	\$240.00 per year	\$.12 cents per hour
Beginning of 16 th year	\$360.00 per year	\$.17 cents per hour

3. **ARTICLE 27. FUNERAL LEAVE**

Modify as follows beginning at line 900:

Three (3) days leave shall be granted in the event of death of a sibling (brother or sister), mother/father-in-law or grandchild, ~~grandparents, son/daughter-in-law, brother/sister-in-law or guardian.~~

One (1) day leave shall be granted in the event of death of aunt/uncle of the employee or spouse, ~~grandparent, spouse's grandparents, sister/brother-in-law, son/daughter-in-law, niece or nephew of employee or spouse.~~

4. **ARTICLE 30. WISCONSIN RETIREMENT SYSTEM**

Increase maximum bi-weekly amount commensurate with wage increase(s).

5. **ARTICLE 31. WAGES**

Revise to reflect to reflect:

Effective the first day of the pay period that includes:

Effective January 1, 2010	2% increase
Effective October 1, 2010	.5% increase
Effective January 1, 2011	2% increase
Effective October 1, 2011	.5% increase

6. **ARTICLE 35. DURATION OF AGREEMENT**

Two year agreement (2010-2011)

7. **MEMORANDUMS OF UNDERSTANDING**

Overtime Distribution Procedure – Resign
Signing for Vacation – Resign
Promotional Procedure – Resign

Respectfully submitted,
EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE

Date Signed: _____

Final Draft Approved by Corporation Counsel

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

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CARPENTER	24			
LUND	25			
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Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

**BROWN COUNTY CORRECTIONAL OFFICER EMPLOYEES
TOTAL PACKAGE COSTING
2010-2011**

139.00 FTE'S					
	2009		2010		2011
WAGES					
WAGES	5,803,638.88		5,919,711.66	2.00%	6,045,653.52
			7,399.64	0.50%	7,557.07
LONGEVITY	14,678.04		14,678.04		14,678.04
TOTAL WAGES:	5,818,316.92		5,941,789.34		6,067,888.63
			\$ INCREASE	123,472.42	\$ INCREASE
			% INCREASE	2.12%	% INCREASE
					2.12%

eff Jan
eff Oct

	ANNUAL 2009		2010		2011
HEALTH					
PPO Total Cost	1,758,657.24		1,758,657.24		1,526,703.96
7.5% contribution	(131,899.29)		1,626,757.95		
Cost minus 7.5% contribution	1,626,757.95				
Increase in deductibles		Effective May	(29,053.99)	inc 2.5% (10%)	(30,534.08)
Cost minus contribution & deductibles			(71,000.00)		(71,000.00)
			1,526,703.96		1,425,169.88
Cost of Health Insurance Plan (County)					
DENTAL	127,043.64		117,515.37		117,515.37
7.5% contribution	(9528.27)				
Cost minus 7.5% contribution	117,515.37				
LIFE	530.64		530.64		530.64
FICA	7.65%		454,546.88	7.65%	464,193.48
WRS	16.70%		1,051,696.71	17.70%	1,110,423.62
TOTAL PACKAGE:	8,979,881.04		9,092,782.90		9,185,721.61

2010 COST	
\$ INCREASE	112901.85
% INCREASE	1.26%

2011 COST:	
\$ INCREASE	92938.72
% INCREASE	1.02%

